

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – May 10, 2016 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, May 10, 2016, 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, Airport Manager Jeff Northgraves, Chief Deputy Tim Carroll (*left at 4:09 p.m.*), Sheriff Donna Dennison, Jail Administrator John Hinkley (*left at 3:47 p.m.*), Communications Director Linwood Lothrop (*left at 4:09 p.m.*), Register of Deeds Lisa Simmons (*left at 4:09 p.m.*), Shift Supervisor Ruben Page (*left at 3:26 p.m.*), and Food Services Specialist John Abbott (*left at 3:26 p.m.*).

Others in attendance: Pen Bay Pilot Reporter Chris Wolf (*left at 3:52 p.m.*); Theodore Berry, resident of Rockland (*left at 2:28 p.m., returned at 3:01 p.m.*); Mike Mayo of Window Dressers (*left at 2:14 p.m.*).

Regular Meeting – Agenda Tuesday – May 10, 2016 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation**
 - 1. Window Dressers Presentation – Mike Mayo.
- III. 2:05 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- 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 Regular Commission Meeting of April 12, 2016.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- V. 2:25 Action Items**
 - 1. Act on Approval of the Transfer of Forfeited Assets in the form of \$2,032.40 (*or any portion thereof*) to Knox County in the *State of Maine v. Donna Johnson*.
 - 2. Act on and Approve the 2016 Budgeted Amount of \$65,000 and Transfer to Airport Projects and Transfers to Reserves from Anticipated Fund Balance.
 - 3. Act to Approve the Black & White and Color “ANSI E” Print Fee for EMA and Amend the Fee Schedule in the Knox County Public Information Policy.
 - 4. Act to Approve the Revised Job Descriptions to be Used in Conjunction With the 2016 Compensation Study Project.
 - 5. Act on and Approve Additional Expenditures for the Building Envelope Project.
 - 6. Act on Extension of Snow Removal/Sanding Services Contract at the Knox County Regional Airport.
 - 7. Act on Extension of Snow Removal/Sanding and Hand Shoveling/Snow Blowing Services Contract at the Knox County Courthouse and the Knox County Public Safety Building and the Snow Removal/Sanding Services Contract at the Knox County Jail.
 - 8. Act to Change Date of the August 9th Regular Commission Meeting.
- VI. 3:00 Discussion Items**
 - 1. Discussion and Update on the Review of the Future Jail Operations.
 - 2. Discussion of the Solar Energy Proposal for the Knox County Public Safety Building.
 - 3. Discussion of the Safety Enhancement Grant and Ergonomic Evaluations.
 - 4. Discussion of the Department Manager Handbook.
 - 5. Discussion and Update of the Compensation Study.
 - 6. Discussion and Update on Building Envelope Project.
 - 7. Discussion of the Quarterly Budget Committee Meeting.
 - 8. Discussion of the Quote on the Desks and Chairs in the Commission Hearing Room.
- VII. 3:20 Other Business**

VIII. 3:25 Executive Session

1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).

IX. Adjourn**I. Meeting Called to Order**

Commission Chair Roger Moody called the regular meeting of the Knox County Commission to order at 2:00 p.m. He briefly reminded everyone that all Commission meetings are being live-streamed on the internet. He noted that the microphone was pretty sensitive and asked members of the audience to please refrain from having side conversations because the audio would pick that up.

II. Presentations1. Window Dressers Presentation – Mike Mayo.

Mike Mayo of Windows Dressers gave an introduction of the organization. It is a non-profit, 501(c)(3) organization, operating out of the Lincoln Center building in Rockland. Window Dressers construct window insulating inserts that are measured to fit exactly in the window frame on the inside of a building. These inserts cut down on loss of heat during the winter, and as an added bonus, also cut down on the amount of noise you can hear from outside. Generally people who purchase and use these inserts will make that money back in savings the first winter they are used. The inserts are very sturdy and made with plastic stretched very tight over the wooden frame. The inserts come in either white or a natural wood finish. If the plastic does get broken, it can be repaired, but it's very rare that something happens to them. The organization will come to a person's home to measure the windows and do an appraisal. If you're a paying customer, the organization will tell you how much it costs. If you're a low-income customer, you will receive 10 window inserts for \$10. Anyone receiving the low-income pricing is also asked to volunteer to help with the construction of inserts. The organization's phone number is 207-596-3073 and orders can be placed year round, although construction of the inserts doesn't begin until September. More information is also available at info@windowdressers.org and www.windowdressers.org.

III. Public Comment

Commissioner Roger Moody asked for public comment, if there be any.

Theodore Berry, Resident of Rockland

Mr. Berry made the following statement: "Hello there. My name is Theodore Berry. I live at 59 Crescent Street, in Rockland, Maine. Well...the first issue that I would like to address to the Commission... is the issue of the number of vacancies at the Knox Regional Communications Center. Is the Commission aware of the number of vacancies? So we have three. Um...and personally that concerns me...um...where...after having chatted with Linwood Lothrop...based on the amount of overtime pay...that the County is paying...um...specific dispatchers at the Knox County Regional Communications. Um...and it's not just an issue of overtime pay. Um...I also expressed concerns about potential...uh...dispatcher fatigue...and/or dispatcher sloppiness in regards to professional conduct, when they're working so many hours overtime...week after week. Furthermore...secondarily in regards to the issue of Freedom of Information requests done with the County...now...Freedom of Information requests are normally under Maine Revised Statutes Annotated Title 1, Section 408-A. Now...under Section...sub-section 11...it discusses...um...the option of citizens...to request a potential fee waiver...for the information that they're requesting. Now, I've asked...Andrew Hart...how many times in his administration...in Knox County...has he ever granted a fee waiver...for any County Freedom of Information request. Um...and, he responded that he *never* has. Furthermore, I asked the County Administrator...Andrew Hart...how many times during his administration...in the number of years that he's been here...that any citizen has actually *requested* a filing fee waiver...under sub-section 11. Uh...he additionally responded...to the effect that he *never*...has. And so...um...I've been corresponding with him over the last few weeks...um...and in...in addition to...with...uh...Cassandra Shaffer...which is Knox County's legal department. And...under sub-section 11...there's two elements to obtain a fee waiver. The first is indigency. Indigency. The

second...is...are the records obtained in a manner that would...um... basically promote the public interest. And...you don't really need to look at case law to see that...you know...to promote the public interest is pretty broadly construed. So...the big element...to obtaining a filing fee waiver, under the Freedom of Information Act...would be a determination of indigency. Now, when I made a Freedom of Information request to the County...I asked Andrew Hart, very specifically: 'Do you need to see my tax returns? Do you need to make some sort of determination of indigency to make a determination as to whether or not I would qualify under a filing fee waiver?' He responded...uh...that I...that I didn't need that. And...um... prior to...this meeting...I spoke with Andrew Hart. He informed me that my request for a filing fee waiver had been denied...without a determination of indigency. So...personally, that puzzles me...because, in order to make a determination...for a filing fee waiver...you need to make a determination of indigency. Furthermore, you need to make a determination of whether or not it promotes public interest. Now, I haven't personally seen the certified mailing that Andrew Hart has informed me he...he's mailed to me...as of yesterday...um...but...I mean, does it determine indigency?"

Commissioner Moody explained that the basic purpose of the public comment section of the meeting is for the public to raise issues.

Mr. Berry continued: "Is to raise issues? Okay. Yes...that I haven't addressed to the Commission yet. I was hoping not to *have* to, personally. Um...Andrew Hart informed me earlier today that...um...if I had any issues, in regards to...um...how the County...um...makes determinations...on indigency...and makes the determinations...in regards to the Freedom of Information Act...that...the proper forum would be Superior Court. Now...regardless of how I'm portrayed...I'd prefer not to be litigious...not to have to go to Superior Court...for a relatively basic determination under State law...especially when, under Andrew Hart's administration...um...the whole concept of a filing fee waiver is, to my knowledge, completely foreign to him. And he's acting under advisement of counsel...which...I highly question, at this point...because I don't see how *any* attorney could provide legal advice to a county administrator...in regards to a determination...of indigency...without any information. So that's...that's that second issue. And back...to my first issue. I...I...I really expressed concerns with the Knox County Regional Communications...excessive use of...overtime...at the center. I...am concerned that...the potential...for fatigued dispatchers...um...could potentially lead to...dispatchers asking inappropriate questions of callers...could potentially lead to...uh...various forms of unprofessional conduct...in regards to various forms of bias. Even if it's just unconscious bias...that concerns me...and...you could call it, potentially, gender bias...or...regardless of how many people believe it or not, potentially racial bias...especially when you have just general callers...who a dispatcher may or may not be aware of...and so, having chatted with Linwood Lothrop...um...I've...I...I haven't raised any issues in writing, just because I've made the former requests to try to get a sample as to what's...what's really happening...trying to get a little bit more transparency...in regards to...Knox County Regional Communications. Because at the moment...uh...Linwood has informed me that Knox County Regional Communications has had six new hires in the last year...and we have all these vacancies...and that for one reason or another, four of the applicants have left. So...I'm not entirely sure what the Commission can do about this...other than to...advocate for citizens who would like more transparency in Knox County Regional Communications...to have an opportunity to look and see what's really going on...because there's a lot of things that are concealed under the guise of confidentiality...and when you have...little to no oversight...in a department where I found at least one supervisor...for one reason or another...um...specific...specifically hassling a caller...more than one caller...uh...to make written statements to the police in regards to what type of criminal activity they saw. This is not just about me. But it's just some of the things that I saw...in this community. It...it...it seems...sort of one-sided...it seems sort of biased...even if it's just unconscious bias...against specific individuals...and...so I have a whole bunch of questions...and I'd like to try to figure out how to get some answers...without having to fight the County in Superior Court because I don't think that's necessary. I don't think it's necessary at all! Especially when the cost of litigation for both...for all of us...would be more than...than a Freedom of Information Act...that's...a few hundred bucks.

Commissioner Moody thanked him for sharing his concerns and said that the Commission understood Mr. Berry's concerns and would do some follow up on the issues with the county administrator.

Mr. Berry left at 2:28 p.m.

There was no other public comment.

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 April 12, 2016.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- A motion was made by Commissioner Carol Maines to approve the consent items as presented. The motion was seconded by Commissioner Richard Parent.

Commissioner Maines asked if the Town of Isle Au Haut had paid its 2015 County taxes and dispatch fees yet. Administrator Hart responded that the town had not paid yet, but once it does, an action item will be placed on the agenda to approve charging the town interest for having paid late.

- A vote was taken with all in favor.

Reserve Withdrawals:

Airport Computer	461608-14600	\$550.48
DARE	200008-10070	\$150.97
Forfeiture Money – Federal	200008-12860	\$1,778.52
Jail Professional Services	861808-12855	\$750.00
	Total	\$3,229.97

V. Action Items

1. Act on Approval of the Transfer of Forfeited Assets in the form of \$2,032.40 (or any portion thereof) to Knox County in the State of Maine v. Donna Johnson.

- A motion was made by Commissioner Carol Maines to approve the Transfer of Forfeited Assets in the form of \$2,032.40 (or any portion thereof) to Knox County in the State of Maine v. Donna Johnson. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Act on and Approve the 2015 Budgeted Amount of \$65,000 and Transfer to Airport Projects and Transfers to Reserves from Anticipated Fund Balance.

The Commission had been provided with a spreadsheet showing the 2015 projected surplus for the Airport, Communications, Jail, and the General Fund, as well as the 2015 Transfers to Reserves that Administrator Hart was asking the Commission to approve.

2015 Projected Surplus

Fund	2014 Surplus	% of Expense	2015 Projected Surplus	% of Expense
Airport	\$5,811	1	\$37,187	7
Communications	\$188,644	19	\$233,935	24
Jail	\$246,006	7	\$299,489	8
General Fund	\$929,085	21	\$850,840	19
Total Surplus	\$1,369,546	15	\$1,421,451	15

2015 Transfer to Reserves

Airport Projects	\$65,000	2015 Budget
Contingency	\$100,000	Replenish per statute
Courthouse Maint	\$100,000	Replenish
Total	\$265,000	

Administrator Hart explained that the \$65,000 for Airport Projects was part of their capital line in the 2015 budget to pay for the (AIP) local share. The \$100,000 for Contingency is to replenish the fund per the state statute. The \$100,000 for Courthouse Maintenance will replenish the account and fund the additional expense for the building envelope project, as well as provide funding for other projects that are needed to be completed, such as the roof area near the cupola, or other emergency repairs.

- A motion was made by Commissioner Carol Maines to approve the 2015 budgeted amount of \$65,000 and transfer to airport projects and transfers to reserves from anticipated fund balance. 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 approve \$100,000 to replenish contingency and \$100,000 to replenish the courthouse maintenance reserve from anticipated fund balance. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act to Approve Black & White and Color “ANSI E” Print Fee for EMA and Amend the Fee Schedule in the Knox County Public Information Policy.

EMA Director Ray Sisk explained that he wanted to establish costs to charge back to the federal exercise program, which can’t be done unless the County has the fees built into the official policy. The fees are not intended to make money but rather recoup costs. As an example, at the exercise in March EMA staff printed about eight large prints. Adding these print fees to the policy will allow EMA to recover costs after an exercise. The following fees are now included in the Fee Schedule:

B & W “ANSI E” print (34”x44” or \$0.67/sq ft)	\$7.00 per print
Color “ANSI E” print (\$0.87/sq ft)	\$9.00 per print
	(Printing on Mylar adds \$1.00/print)

- A motion was made by Commissioner Richard Parent to approve black & white and Color “ANSI E” Print Fee for EMA and amend the Fee Schedule in the Knox County Public Information Policy. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Approve the Revised Job Descriptions to be Used in Conjunction With the 2016 Compensation Study Project.

Administrator Hart explained that HR Consultant Laurie Bouchard has been working with departments to review job descriptions to be used in conjunction with the 2016 Compensation Study Project. A total of 22 job descriptions have proposed changes. Some job descriptions have just a few relatively minor changes, while others have a lot more changes.

- A motion was made by Commissioner Richard Parent to approve the revised job descriptions to be used in conjunction with the 2016 Compensation Study project. The motion was seconded by Commissioner Carol Maines.

Rather than going through each individual job description, Administrator Hart asked if the commissioners had any questions about any of the changes made.

Commissioners felt that the Administrative Assistant to the County Administrator job description should include language to reflect that the position interacts with the commissioners and not just the county administrator. The commissioners also requested that the job description include the taking of

minutes for some of the specific boards, in particular the Budget Committee meetings, because of their importance. Ms. Bouchard said that she would make those changes.

Commissioner Maines asked if any of the job descriptions for District Attorney’s office staff reflect the handling of the DA restitution. She said that she didn’t see that listed anywhere and thought it should be, especially since DA Restitution is always brought up during the audit. Ms. Bouchard said that she would check.

Commissioner Maines asked why the use of the software I Am Responding is not specifically mentioned in the job descriptions for dispatcher, dispatch supervisor, and communications director. She felt that IAR should be listed since it’s new and requires training. Director Lothrop agreed with that. Ms. Bouchard said that she would make those changes.

Mr. Berry returned at 3:01 p.m.

- A vote was taken with all in favor, incorporating these changes.

5. Act on and Approve Additional Expenditures for the Building Envelope Project.

Stephen Jones of Building Envelope Specialist had sent a letter to Administrator Hart explaining the changes that needed to be made to the construction scope for the west elevation’s masonry repair. The lease/purchase amount for the project was approved at \$575,000 and did not include contingency funds because nobody knew if contingency funds would be needed. The County didn’t want to be paying interest on funds that might not be needed, so if the contingency funds were needed, the Commission would vote on whether to take it from County Surplus or Contingency. Administrator Hart asked the Commission to approve an amount not to exceed \$34,500 to be taken from the Courthouse Maintenance Reserve Account.

West Elevation Construction Budget	
Update existing drawings	\$2,000
Construction Budget	\$33,000
Paint and resurface fire escape	(\$6,000)
Project Management	\$3,500
Total	\$32,500
North Elevation Change Orders	
Rebuild Masonry on North-West corner	\$3, 500
Potential replacement brick credit	(\$1,500)
Total	\$2,000
Total Change Order / Scope Change Budget	
	\$34,500

- A motion was made by Commissioner Richard Parent to approve the additional expenditures for the Building Envelope Project not to exceed \$34,500 to be taken from the Courthouse Maintenance Reserve account. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

6. Act on Extension of Snow Removal/Sanding Services Contract at the Knox County Regional Airport.

The Commission had awarded the contract to Wilson Construction & Landscaping on November 10, 2015 for one year (November 1, 2015 - May 1, 2016) with the option of renewing for an additional two years contingent on performance. Administrator Hart said that Airport Manager Jeff Northgraves was very satisfied with their performance this past winter.

- A motion was made by Commissioner Carol Maines to extend the snow removal/sanding services contract at the Knox County Regional Airport with Wilson Construction for an additional two years: November 1, 2016 – May 1, 2017 (\$6,600) and November 1, 2017 – May 1, 2018 (\$6,800). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

7. Act on Extension of Snow Removal/Sanding and Hand Shoveling/Snow Blowing Services Contract at the Knox County Courthouse and the Knox County Public Safety Building and the Snow Removal/Sanding Services Contract at the Knox County Jail.

The Commission had awarded the contract to Performance Paving on August 11, 2015 for one year (November 1, 2015 - May 1, 2016) with the option of renewing for an additional two years contingent on performance. Building Maintenance Supervisor Don Decker was very satisfied with their performance this past winter. Major Hinkley was also very satisfied with their performance at the Jail.

- A motion was made by Commissioner Richard Parent to extend the snow removal/sanding and hand shoveling/snow blowing services contract at the Knox County Courthouse and the Knox County Public Safety Building, and the snow removal/sanding services contract at the Knox County Jail to Performance Paving for an additional two years: November 1, 2016 – May 1, 2017 (\$15,026) and November 1, 2017 – May 1, 2018 (\$15,542). The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

8. Act to Change Date of the August 9th Regular Commission Meeting.

Administrator Hart asked to have the August regular commission meeting changed from the second Tuesday of the month (August 9th) to the Monday of the following week (August 15th). The reason for the change is so he can attend the MTCMA Executive Board Meeting that he has missed three years in a row because it fell on the same date as the regular Commission meeting.

- A motion was made by Commissioner Carol Maines to change the date of the Regular Commission meeting in August from Tuesday the 9th, to Monday the 15th. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

VI. Discussion Items

1. Discussion and Update on the Review of the Future Jail Operations.

Administrator Hart noted that at the regular Commission meeting in April, Commission Chair Moody had requested that the Sheriff and/or Major Hinkley provide an update on the status of the review of future jail operations.

Commissioner Moody asked Major Hinkley and Sheriff Dennison if they would be making a request for the supplemental funding the legislature approved. Major Hinkley answered that they would make the request but he thought the larger jails will probably end up getting it. It wasn't really enough money to go around.

Commissioner Moody asked what progress had been made with the idea about changing the jail to a 72-hour hold / women's re-entry facility. Sheriff Dennison said that they are still crunching the numbers but she is uncertain if that kind of mission change would work out or where the money to make the changes would come from. In the meantime, they have talked to the state about getting a variance on the control system for 2 years so that would buy the County a couple more years to get that fixed. Major Hinkley added that it isn't guaranteed that the variance will be granted because the inspection of the jail in June has to be done first. Right now the jail is not in compliance with jail standards because of the control system, but if the County gets the variance and can get financing to start working on the control system, then the County will be in compliance.

Sheriff Dennison noted that she still really wanted to pursue the women's re-entry idea because it is something that is really needed in this area, but to make that change costs the County money in the form of boarding out all of the males, and the jail doesn't have the money to do that. She said that she and Major Hinkley have talked to the Two Bridges Jail administration, who would like to help Knox County but it's not looking good right now. She noted that the Knox County Jail is not alone in having

such a tough time finding employees. The jails all over the state, the prison in Warren, and all other law enforcement agencies are having the same problem.

Commissioner Moody asked the Sheriff to keep the Commission in the loop since she knows more about it than they do.

John Abbot and Ruben Page left at 3:26 p.m.

2. Discussion of the Solar Energy Proposal for the Knox County Public Safety Building.

The Commission had been provided with a proposal from Sundog Solar for a solar energy installation at the Knox County Public Safety Building. Administrator Hart and EMA Director Ray Sisk had attended a presentation on Solar Powering Your Community at Bath City Hall on February 19th. Sun Dog Solar is working with the City of Bath and MCEDD as part of Solarize Midcoast Maine. Administrator Hart wanted to know if this was something that the Commission would want to consider looking into more. Revision Energy is supposed to be sending their proposal but have not done so yet.

Director Sisk explained that the Public Safety Building has been described as an “ideal” site with an ideal pitch of the roof for solar panels. The cost of the installation is pretty high but the overall life costs are a savings. Danny Piper from Sundog Solar said the Public Safety Building has room for about 64 solar ray panels, which would provide about half of the energy needs for the building for one year. The issue is purchase cost. If you’re buying these for your own home, there are lot of beneficial tax credits but that does not apply to the County, so a possibility would be looking at entering into a 3rd party agreement (PPA) with a vendor who leases the roof space from the County, buys the equipment, and then sells the County the power the system makes. The County currently pays 9.44 cents per kilowatt hour. Over the lifespan of the solar power system, it works out to less than a penny per kilowatt hour. The County would also have a buy-out option in the agreement at year 7 at depreciated cost which makes it easier to fund (it would be \$81,000). It’s about a 25-year life expectancy. It would save the County about \$9,000 a year on the building. Some of the benefits of having the solar panels includes the fact that the panels would shield the roof from snow and ultraviolet rays that wear out the asphalt shingled roof. One of the negatives is that if the County needed to do any repairs to the roof, the solar panels would all have to be taken down first, and that would have a cost associated with it. Another issue might be the building’s generator, which monitors voltage, so there would need to make some kind of control to make sure the generator kicks on when it is supposed to.

Major Hinkley left at 3:47 p.m.

Director Sisk asked the commissioners if they wanted to schedule a work session so one of the vendors could come explain a little bit more about what they can do for the County. Commissioner Moody asked if this could be added to the quarterly Budget Committee meeting agenda on May 26th so the Budget Committee could learn about this as well. Administrator Hart said that he could share the same information with the Budget Committee that the Commission received for today’s meeting, but that he didn’t want to have the vendor do a presentation at the Quarterly Budget meeting. He didn’t want to encourage confusion on which board had the authority to make decisions on whether or not the County decides to pursue the use of solar panels. Director Sisk recommended that Administrator Hart could invite the Budget Committee members to whatever Commission meeting the presentation by the vendor is done so it will be up to the individual Committee members whether they want to come listen or not.

Chris Wolf left at 3:52 p.m.

3. Discussion of the Safety Enhancement Grant and Ergonomic Evaluations.

Administrator Hart explained that in March, he and Administrative Assistant Richards had met with MMA Loss Control Consultant Dan Whittier when he came to do an ergonomics assessment of both workstations. Mr. Whittier recommended new computer chairs and desks for both of the offices.

Administrator Hart had prepared a Safety Enhancement Grant application. If the County receives the grant (a maximum amount of \$2,000), the funds can be used for ergonomics equipment. Mr. Whittier has also been doing ergonomic assessments for some of the other courthouse offices. The County will receive an assessment survey report that covers all of the courthouse offices. The County may then apply for another safety enhancement grant in the fall of 2016, or budget for the expense in 2017 and apply for the safety enhancement grants then. Mr. Whittier did not do assessments of the Public Safety Building and the Airport offices because those are relatively new facilities with newer equipment.

4. Discussion of the Department Manager Handbook.

The purpose of this handbook is so that it can be used by department managers and supervisors. The handbook provides them with any forms they should be using, and explains how various issues are to be handled. The department managers have helped review this first draft. The commissioners were asked to review the handbook, which is anticipated to be on the June Commission meeting agenda for approval.

Commissioner Maines asked why reference checks aren't done until after the conditional offer of employment is made (referring to page 8), especially since Communications Director Lothrop was trying to streamline the hiring process because it had been so drawn out previously. Ms. Bouchard explained that with law enforcement and dispatch the conditional offer of employment does not have to be done first because the background check has to be done prior to having potential dispatchers visit the Center. For all other positions, however, the law prevents us from asking potential employees for information to run a background check (i.e. date of birth, social security #, etc.) until after a conditional offer of employment has been made. Ms. Bouchard said that she would put in some additional language to clarify that.

Commissioner Moody made some suggestions on consistency in language. He felt there should be a signature page at the beginning that shows when the Commission approved the document. He also said that he was concerned about making sure there is something about how "informal" records should not be maintained in the departments. The official file is in the HR office. Ms. Bouchard explained that department managers can have an informal file if it's locked, but the problem is they don't always send the original documentation down for the formal file in HR. Commissioner Moody noted that both files are discoverable.

Commissioner Maines asked what had happened with the HR grant that Administrator Hart was looking at doing with the City of Rockland. Ms. Bouchard responded that the County was notified that the state took the money and used it somewhere else so the grant is not available.

5. Discussion and Update of the Compensation Study.

On May 2nd, HR Consultant Laurie Bouchard e-mailed the 2016 Knox County Wage Study survey spreadsheet to the four counties that border Knox, and a select group of municipalities within Knox, Kennebec, Lincoln, and Waldo Counties that have law enforcement departments, the Two Bridges Jail, and also four airports in Maine. Anyone receiving the survey has been asked to complete it by May 13th. Ms. Bouchard will then go through the data and compile it and the results will be provided to the Commission at a future meeting. Originally the County intended to include benefits as part of the survey, but that made the survey far too long, which might have hindered the number of responses the County would receive. That portion of the survey will not be sent out until sometime mid-2017. So far Ms. Bouchard has received six responses.

Lisa Simmons, Linwood Lothrop and Chief Deputy Carroll left at 4:09 p.m.

6. Discussion and Update on Building Envelope Project.

Knowles Industrial Services continues to work on the North elevation of the courthouse. Since the Commission approved the expenditure of additional funds earlier in this meeting for the West

elevation, work will begin in that area as well. The Penobscot Company still has to complete the window installation for the four windows in the cupola. The project remains on schedule.

7. Discussion of the Quarterly Budget Committee Meeting.

A quarterly budget committee meeting has been scheduled for May 26, 2016 at 5 p.m.

8. Discussion of the Quote on the Desks and Chairs in the Commission Hearing Room.

Administrator Hart said that he had looked at rearranging the commissioners' desks so that he could sit on the raised platform area as well. It would require replacing the four large desks with four smaller ones so they could all fit on the platform. A rep from WB Mason rep provided some sketches and a quote to make that possible if the Commission wanted to pursue that option. Administrator Hart said that he needed to know if the commissioners were interested, and if so, whether he should place the expense in the 2017 budget. Commissioner Maines stated that she was not interested in changing the current set-up. Commissioner Moody commented that the desks may seem big but the commissioners use the whole surface during meetings. If a fourth desk was added to the platform, even if they were smaller, it would have to be more of a horseshoe shape and you can't do that because of the drop-off behind the platform. Commissioner Maines added that right now the commissioners are all facing forward to the camera and the administrator's current desk can be seen clearly as well, so it would be best to leave it as it is.

VII. Other Business

Legislative Support for the Jail

Commissioner Moody commented that the County's legislative delegation was really supportive for the supplemental funding for the jail and he wanted to send them a letter thanking them for their support. The other two commissioners expressed their agreement.

VIII. Executive Session

1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

- A motion was made by Commissioner Carol Maines to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 4:14 p.m.

The executive session concluded at 5:20 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 5:21 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on June 14, 2016.**