

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – May 14, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, May 14, 2013, 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, Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, EMA Director Ray Sisk, Jail Administrator John Hinkley, and Communications Director Linwood Lothrop.

Others in attendance: Maine RealEstate Management Building Maintenance Supervisor Don Decker; and Chris Wolf of the *Pen Bay Pilot*.

Tuesday – May 14, 2013 – 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:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of April 9, 2013.
 - iii. Minutes of Special Commission Meeting of April 29, 2013.
 - iv. Minutes of Special Commission Meeting of May 2, 2013.
 - v. Minutes of Joint Quarterly Budget Committee Meeting of May 2, 2013.
 - vi. Minutes of Special Commission Meeting of May 3, 2013.
 - vii. Monthly Written Departmental Reports.
 - viii. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - 1. Act to Award Courthouse Window Replacement Bid.
 - 2. Act to Award Chimney Repairs Bid.
 - 3. Act on Airport Manager's Request to Change Administrative Assistant's Weekly Hours from 28 to 32.
 - 4. Act to Approve FY 14-15 Knox County Jail Budget.
 - 5. Act to Authorize County Administrator to Move Forward with Enhanced 9-1-1 Service for the Unorganized Territory of Criehaven.
- V. 2:40 Other Business**
- VI. 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.

II. Public Comment
Commissioner Carol Maines 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 April 9, 2013.
 - iii. Minutes of Special Commission Meeting of April 29, 2013.
 - iv. Minutes of Special Commission Meeting of May 2, 2013.

- v. Minutes of Joint Quarterly Budget Committee Meeting of May 2, 2013.
- vi. Minutes of Special Commission Meeting of May 3, 2013.
- vii. Monthly Written Departmental Reports.
- viii. Reserve Withdrawals

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

Commissioner Maines asked EMA Director Sisk about his Commission report noting the possibility of full grant reimbursement of \$382,460 later in the year. She asked when the County would get the funding. EMA Director Sisk responded that it wouldn't be until the end of the year when they've spent money on everything else and see if there's any funding left over. Knox County will be first in line if there's money left over.

Commissioner Maines asked EMA Director Sisk about his report mentioning School Physical Security grants. She asked why some schools didn't submit applications. EMA Director Sisk explained that the schools that didn't submit applications were either not NIMS compliant or not willing to become NIMS compliant. It's not mandatory for schools to be NIMS compliant, but for them to get preparedness funds they have to be. The superintendents are the ones he usually deals with and if he could win them over, the superintendents can then make a pitch to their school board. It's a time commitment for them so they need to want to do the preparedness work and invest the time. Private schools are given the same consideration as public schools. EMA Director Sisk commented that he felt that NIMS compliance should be mandated but the state doesn't have the budget to make it a requirement.

Commissioner Maines asked Communications Director Lothrop if the Benner Hill issue with the property owner had been resolved. Communications Director Lothrop responded that it had and that the County was assisting in mitigating the damage to the property and working on the culvert. The land owner blocking the workers from using the access road for a while set the County back a month.

Commissioner Maines asked Communications Director Lothrop about the question of whether the Budget Committee would review the Communications budget or not and how the bylaws affected that. Communications Director Lothrop explained that the bylaws have been looked at by the KRCC Executive Board. Administrator Hart explained that the Executive Board wanted to rewrite the bylaws which were put in place before the County Charter was approved and the form of government was changed. After the revisions were reviewed by the County's legal counsel, the Executive Board decided to completely re-write the bylaws. They're working on a draft that will go to legal counsel and then back to the Executive Board before going to the Commission. Legal counsel originally thought the Budget Committee needed to approve the Communications budget because he thought the Communications budget was funded by taxes, which it is not, so now he is saying it should be approved by the Executive Board and the Commission only.

- A vote was taken with all in favor.

2013 Reserve Withdrawals:

Dispatch Misc. Equipment	561800-12625	\$13,835.00
Legal Expense	200008-12650	\$1,527.91
	Total	\$15,362.91

IV. Action Items

1. Act to Award Courthouse Window Replacement Bid.

The County received two bids to replace nine windows: eight on the front of the building near Probate Court and the Probate offices, and a ninth window on the side of the building in between the Finance office and Probate Court. The lowest bidder was The Penobscot Company, with a bid total of \$55,559.84. The funds will come out of Courthouse Maintenance Reserve.

- A motion was made by Commissioner Roger Moody to award the bid for courthouse window replacement to The Penobscot Company for a bid total of \$55,559.84. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Act to Award Chimney Repairs Bid.

The County received two bids to replace one chimney and to re-point and repair four others. The lowest bidder was Standard Waterproofing with a bid total of \$25,500.00. Only one of the five chimneys is in use but they are all in such bad shape they have become a safety hazard. It made sense financially to fix them all at the same time. It was also noted that the County needed to keep the building in good repair anyway for the historical aesthetic since the building is registered with the Maine Historic Preservation Commission.

- A motion was made by Commissioner Roger Moody to award the bid for the courthouse chimney repairs to Standard Waterproofing with a bid total of \$25,500. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act on Airport Manager's Request to Change Administrative Assistant's Weekly Hours from 28 to 32.

Commissioners had discussed the Airport Manager's request with the Budget Committee at the Quarterly meeting on May 2nd and explained that the Commission would be voting to approve this request at the next Commission meeting. The Budget Committee voiced support in the airport manager doing this as a 7-8 month test that will be covered within the Airport's 2013 operating budget. The change in hours is only temporary until the end of the year. The Administrative Assistant would simply work more hours than her position was budgeted for, which would run the budget line over, and be covered by a budget line transfer from another line. The Budget Committee also agreed that the data collected during the experiment will help with making a decision during the 2014 budget process on whether to keep the administrative assistant's weekly hours at 32.

- A motion was made by Commissioner Richard Parent to change the airport manager's administrative assistant's hours from 28 to 32 hours per week. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

4. Act to Approve FY14-15 Knox County Jail Budget.

The Commission had voted at a Special Commission meeting on August 21, 2012 to approve the FY14-15 Jail Budget based on the data that was available at the time. Since then, the budget draft has changed a lot. The BOC had requested a flat funded budget for FY14-15 at the same level as FY 12-13, but the MSA (Maine Sheriff's Association) and the MCCA (Maine County Commissioner's Association) had voted to not provide flat-funded budgets. Administrator Hart explained that he had discussed this with Sheriff Dennison and Major Hinkley. They all felt that the County needed to submit a budget that shows the actual costs to run the jail. The copy of the budget provided to the Commission represented the actual costs to run the jail.

Major Hinkley explained that to come up with his estimates for the budget, he took a 4-year average of Actuals and added a 2.2% CPI. He said it was possible that once the County submits the budget to the Board of Corrections, the Board will probably then require the County to submit a flat-funded budget. Until then, he planned to submit a budget that reflects what it actually costs to adequately run the jail.

There was a discussion about whether a letter should be sent to the Board explaining that the County was submitting a budget that reflected the true needs of the jail and that the County was more than

willing to work with the Board of Corrections and other counties on efficiencies. It was explained that the budget is submitted electronically so any letter would have to be mailed separately to the Chair of the BOC. It was decided that the Commission would wait and write the letter if/when the BOC requested that the County submit a flat-funded budget.

- A motion was made by Commissioner Richard Parent to approve the FY14-15 Knox County Jail Budget and submit it to the Board of Corrections. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

5. Act to Authorize County Administrator to Move Forward with Enhanced 9-1-1 Service for the Unorganized Territory of Criehaven.

The Commission has discussed services for Criehaven several times in the past. Administrator Hart explained that he had spoken with Piscataquis County Manager Marilyn Tourtelotte and Piscataquis County E-911 Coordinator Todd Lyford about what services that county provides to their UT's, including the Enhanced 911 service. E-911 service is one of nine services that counties may provide or contract for to UT's, per statute, but counties don't have to provide any of the services if they didn't want to. Even if Knox County provides this one service, the County isn't required to provide any of the other eight services. Administrator Hart explained that Piscataquis did not adopt an ordinance, though he was not sure why. He said that he needed to speak to Bob White, 9-1-1 Spatial Database Manager-MEGIS 9-1-1 Support Group to discuss the Commission writing an ordinance, appointing an addressing officer, etc. He said that he would work with EMA Director Sisk and Communications Director Lothrop on this project. His plan was to bring an addressing ordinance back for Commission approval at the June 11th Regular Commission Meeting. Costs for the project are minimal – it's mostly just the time that staff put into it.

Communications Director Lothrop commented that the properties on the island are required to have a physical address in order to have a 911 address, so the County would need someone to do 911 mapping and name the "roads", using state standards to label individual lot numbers so it maps out the whole island with addresses. EMA Director Sisk added that there are 29 dwellings on the island but only one is showing as being occupied. No one is there year-round. It's a summer fishing community. They're only out there in the summer.

- A motion was made by Commissioner Roger Moody to authorize the county administrator to move forward with the Enhanced 9-1-1 service for the Unorganized Territory of Criehaven. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Other Business

VI. 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 2:56 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 11, 2012.