

**KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

**Quarterly Budget Committee Meeting
Knox County Commission and Budget Committee**

Thursday – May 26, 2016 – 5:00 p.m.

A Quarterly Budget Meeting of the Budget Committee was held on Thursday, May 26, 2016, at 5:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. The administrative assistant was present to record the minutes of the meeting.

Commission members present were: Commissioner Carol L. Maines, District 1, and Roger A. Moody, District 3. *Commissioners not present: Richard L. Parent, District 2.*

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, and Finance Director Kathy Robinson.

Budget Committee members present were: Lawrence Nash, Dorothy Meriwether, Bob Duke (*arrived at 5:05 p.m.*), Nicholas Lapham, Randy Stearns and Gerald Zwick. *Budget Committee members not present: Shawn Levasseur, Bill Jones, and Terry Pinto.*

**Special Meeting – Agenda
Joint Quarterly Budget Committee Meeting
Commission Hearing Room
Thursday – May 26, 2016 – 5:00 p.m.**

- I. 5:00 Meeting Called To Order** (Chair Dorothy Meriwether for the Knox County Budget Committee, Commission Chair Roger Moody for the Knox County Commission)
- II. 5:01 Approve Minutes**
 - 1. Minutes of the 2016 Budget Public Hearing of December 17, 2016
- V. 5:15 Discussion Items:**
 - 1. Review of 1st Quarter of 2016
 - 2. Review Projects / Items of 2016 Budget
 - 3. Other Business
 - 4. Schedule Next Meeting Date for July/August
- VI. Adjourn**

I. Meeting Called to Order

The May 26, 2016 joint meeting of the Knox County Budget Committee and the Knox County Commission was called to order by Budget Committee Chair Dorothy Meriwether and Commission Chair Roger Moody at 5:00 p.m.

II. Approve Minutes

- 1. 2016 Budget Public Hearing of December 17, 2015.

Budget Committee Chair Dorothy Meriwether called for a motion to approve the minutes.

- Lawrence Nash motioned to approve the minutes. Nick Lapham seconded the motion. A vote was taken with all in favor.

Commissioner Moody noted that the Commission had approved these minutes at a previous Commission meeting and therefore did not need to vote.

III. Discussion Items:

- 1. Review of 1st Quarter of 2016

Administrator Hart gave an overview of the first quarter of 2016 thus far.

Year-to-Date report

There was a brief discussion on how to determine if the revenues for the jail were in a good place because it's different from where the numbers were last year at this time. Finance Director Robinson explained that she doesn't approach it that way because each year is different and there is fluctuation in why revenues change. Sometimes it's timing, sometimes it's funding sources. When asked if there were any red flags that stood out to her, Director Robinson said no. Director Robinson was also asked about Deeds revenues being higher than last year and whether the County under-budgeted. Director Robinson noted that it was possible, but that there's no guarantee that the current trend will continue for the remainder of the year. It all depends on the housing market.

2017 Items

- a) Compensation Study – It has been five years since the County did the larger, more involved compensation study so it's time to relook at the market and determine if wages need to be adjusted. A survey was sent to the other 15 counties, 15 municipalities from neighboring counties that have police departments, 4 airports in the state, and the Two Bridges Regional Jail. There has been a limited response to the survey so far. Administrator Hart said that he made eight phone calls earlier in the day to try to get some more responses. Once the survey review is completed, the study's results will be shared with the other participants at no cost. The Commission will get the results in either July or August.
- b) Cupola Roof Repairs – the copper on the cupola needs to be replaced. The copper is the original 1872 copper (including the weathervane) from when the building was first constructed. Water has created pits in the copper and gotten underneath. It's not certain yet how much work will need to be done; it may just be the copper that needs to be replaced. Administrator Hart said that he was applying for a Maine Historic Preservation Grant to hopefully help pay for it, and is in the process of getting three quotes from vendors. The cost is almost entirely the staging or crane –replacing the copper isn't actually that expensive. If the County is awarded the grant, the County could end up with \$25,000 as a match (the County can only get 50% of the total, so if it cost \$30,000, the County would only get \$15,000 in grant funds).

2. Review Projects / Items of 2016 BudgetGrounds Maintenance

The budget for grounds maintenance (mowing) had been a very debated topic during the budget process last year. The amount budgeted is working out well so far. Wadsworth Landscaping was the low bidder and was awarded the contract for three years with the same pricing each year.

Garden & Flower Bed Maintenance at the Public Safety Building

Jackson Landscaping was the lowest bidder. The project is to replant the flower beds at the main entrance with low maintenance plants and to re-plant by the entrance sign.

Carpet Replacement

The carpet is being replaced by the Registry of Deeds area. The 2016 budget allotted \$5,000 for the project. An RFP was sent out to three vendors but Floor Magic was the only bid which was less than what the County budgeted so that's working out well.

Building Envelope Project

- Knowles Industrial Services is continuing work on the brick/mortar. The North elevation (faces the recreation center) is finished and the staging has been removed. They are now working on the West elevation. Knowles had found some problems on the North side that needed extra fixing and are now finding similar problems on the West side. Contingency funds to cover additional costs, like for unexpected repairs, was not included in the lease/purchase so the Commission is covering it through the operating budget.

- Safe Environmental Solutions (SES) handled the lead abatement on the old windows and removed all of the old windows so the new ones could be installed.
- Penobscot Company has been installing the new windows.

Legal Budget

The County budgeted \$35,000 for the Administration Legal line as well as additional amounts in the jail, KRCC, and airport budgets. As of end of April, about \$10,000 total for all County departments had been spent. The month of May has been really busy with some extensive Freedom of Access requests, so there will be more bills.

Knox County Jail

Administrator Hart and Commissioner Moody explained that the Commission has been looking at potential changes to the jail because of the lack of funding, such as a change in mission to a 72-hour hold and women's re-entry center. Right now the County is doing research and has not made any decisions. The County should receive \$172,000 by July from the supplemental funding from the legislature. The jail is having a hard time finding people to work in the jail because the future is uncertain and people don't know if they'll have a job or not. In terms of economics, the state has control over the budget in the sense that the County is capped because of the legislation that was passed. The Board of Corrections (BOC) doesn't exist anymore but the County still has to comply with DOC (Department of Corrections) standards.

3. Other Business

Upcoming budget committee vacancies

There are several Budget Committee seats that will expire 12/31/16, including Nick Lapham, Shawn Levasseur, Bob Duke and Bill Jones. Bill Jones can't run again for District 7 since it is only the Town of Warren now. He'd have to run against Bob Duke for his seat. Administrator Hart said that as far as he knew, Nick Lapham is the only one who filed papers in time to be on the ballot.

4. Schedule Next Meeting Date for July / August 2016

Thursday, September 8th at 5 p.m. in the Commission Hearing Room.

IV. **Adjourn**

- Bob Duke made a motion to adjourn the meeting. Nick Lapham seconded the motion. A vote was taken with all in favor.
- Commissioner Carol Maines made a motion to adjourn the meeting. Commissioner Roger Moody seconded the motion. A vote was taken with all in favor.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Candice S. Richards
Administrative Assistant

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

The Knox County Budget Committee will approve these minutes at the next Joint Budget meeting.