

**KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

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

Thursday – May 29, 2014 – 5:00 p.m.

A Quarterly Budget Meeting of the Budget Committee was held on Thursday, May 29, 2014, 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, and Administrative Assistant Candice Richards.

Budget Committee members present were: Bill Jones, Ann Matlack, Lawrence Nash, Dorothy Meriwether, and Shawn Levasseur. *Budget Committee members not present: Bob Duke, Randy Stearns, Betty Watts, and Stephen Carroll.*

**Quarterly Meeting – Agenda
Thursday, May 29, 2014 – 5:00 p.m.**

- | | | |
|------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | 5:00 | Meeting Called To Order (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Carol Maines for the Knox County Commission) |
| II. | 5:01 | Approve Minutes (Chair Bob Duke) 1. Minutes of the 2014 Budget Public Hearing of December 5, 2013. |
| III | 5:05 | Discussion of the Budget Committee Re-Districting |
| IV. | 5:15 | Update on the KRCC By-Laws and Budget Committee Budget Review of the Communications Budget |
| V. | 5:25 | Quarterly Budget Review 1. Review of 1 st Quarter of 2014 (A. Hart) 2. Review Projects / Items of 2014 Budget (A. Hart) 3. Schedule Next Meeting Date for July / August 2014 |
| VI. | | Adjourn |

I. Meeting Called to Order

The May 29, 2014 joint meeting of the Knox County Budget Committee and the Knox County Commission was called to order by Budget Committee Vice-Chair Dorothy Meriwether and Commission Chair Carol Maines at 5:02 p.m.

II. Approve Minutes

1. Budget Public Hearing of December 5, 2013.

Vice-Chair Dorothy Meriwether asked for a motion to approve the minutes.

- Ann Matlack motioned to approve the minutes as amended with one correction as noted by Lawrence Nash. Lawrence Nash seconded the motion. A vote was taken with all in favor.

III. Discussion of the Budget Committee Re-Districting

Administrator Hart said that he had sent an email to the Budget Committee and Commission on April 10th, after the Governor had signed the bill on March 16th, with the list of what districts would change effective January 1, 2015. Randy's District 4 seat will now be all of Camden. Bob's District 5 seat will be Rockport and Hope. Bill's district 7 seat will be Warren. The Bureau of Elections already notified the affected towns. Everyone will continue in their district as it is currently until their term expires.

Administrator Hart stated that Betty Watts notified the County that she did not intend to run for Budget Committee when her term ends December 31, 2014. Lawrence Nash and Dorothy Meriwether have both turned in their paperwork to run. Administrator Hart said that he didn't know if Randy Stearns had, but hadn't the last time Administrator Hart asked the Bureau of Elections about it. Randy could still get on the ballot as a write-in candidate. Administrator Hart said that he had sent an email to the Democratic Party, Republican Party, and the Green Independent party to let them know that the County's Budget Committee will have an opening for District 8, which is Thomaston and Cushing. He said that he also sent the email to Thomaston and Cushing town offices but never got any responses back. He added that normally he doesn't usually go to that extent but the Bureau of Elections didn't really like the idea of a town appointing someone for a 4 year term rather than being elected. After a couple comments made by the Budget Committee indicating that the County didn't really need to notify the political parties of a vacancy, in part because the seats are apolitical, Commissioner Moody commented that what is important is just trying to get the word out.

IV. Update on the KRCC By-Laws and Budget Committee Review of the Communications Budget

Administrator Hart explained that the Steering Committee has met a few times since the joint meeting with the KRCC Executive Board, County Commission, and Budget Committee in January. One of the proposals is to change the Advisory Committee to the "User Group" that will be made up of all the member agencies of Fire, EMS, and Police, and change the name of the Executive Board to the Advisory Board. The latest draft of the by-laws contains a section that spells out the process for the Communications budget:

Article IX. KRCC Budget

- A. The Advisory Board and User Group will have the following responsibilities relative to the KRCC Budget:
 - a. The Advisory Board will provide input for the short and long term needs of the KRCC on an ongoing basis.
 - b. The Communications Director will draft the budget in consideration of input received in a. above.
 - c. The Advisory Board will review the budget draft and solicit input from the User Group.
 - d. The Communications Director will recommend the draft budget to the County Administrator and Finance Director.
 - e. The Advisory Board, Communications Director and County Administrator will present the draft budget to the Knox County Budget Committee.
 - f. The Budget Committee will ultimately vote on the KRCC budget.
 - g. The Commission will ultimately vote on the KRCC Budget.

Administrator Hart explained that there is also a policy that has been drafted for the KRCC which contains the following:

G. KNOX COUNTY BUDGET REVIEW AND ADOPTION PROCEDURES

The Knox County Budget Committee and Commission shall review the annual KRCC operating budget submitted by the County Administrator and the KRCC Director, per Article V, Sections

5.b. and 5.c., Budget Review, of the Knox County Charter, and will receive approval pursuant to the provisions of Article V, Section 5.d. of the County Charter.

Administrator Hart explained that once the Steering Committee has finalized the draft, it will go for legal review, and then go to the current Advisory Committee and then to the current Executive Board. The proposed effective date is January 1, 2015, but Administrator Hart said that he would actually recommend using the new process for the 2015 budget process, which obviously takes place prior to January 1, 2015. He noted that it's up to the Commission to decide if they want to follow the new process before its effective date.

Dorothy Meriwether asked about who will make up the "User Group" and how will they get to be in the group. Administrator Hart stated that it is currently written in the draft as the following:

The User Group will automatically be comprised of all Fire Chiefs, EMS Chiefs, Law Enforcement Chiefs from the jurisdiction served by the KRCC. All members of the Advisory Board are automatically members of the Users Group. The Advisory Board may invite other interested parties to User Group meetings. The User Group serves as municipal representatives to the KRCC.

Dorothy asked if a fire chief can serve if he's also a County employee in the Communications Center. Administrator Hart said that he could because he's the fire chief of the municipality.

Ann Matlack asked who will serve on the Advisory Board. Administrator Hart stated that the current Executive Board will make nominations to the Commission who will then appoint people to the Advisory Board, which consist of 2 Fire reps, 2 EMS reps, 2 police reps, and the County EMA Director, all within the jurisdiction served by the KRCC, for a total of 7 members.

V. Quarterly Budget Review – Discussion Items

1. Review of 1st Quarter of 2014

Administrator Hart explained that everyone had been provided with two spreadsheets that shows the budget year-to-date as compared to 2013. The commissioners get this report every month. A lot of it is timing that can make an expenditure or revenue look high or low. Some expenditures come early in the year, while others come late in the year, and we don't get most of our revenue until the end of the year.

There was a brief discussion about whether the County's cash flow would improve if it switched to a fiscal year since it is currently on a calendar year. When this idea was looked at in the past, the larger towns were against the idea. It was noted that once some towns have themselves changed over to a fiscal year, things went smoother and they didn't have to borrow money in a tax anticipation note anymore.

When asked if there was anything worrisome in the budget, Administrator Hart said the building maintenance for the Public Safety Building has gone over a little because it came out to more than was projected. 2014 will probably run over as well this year because of the cold winter and spring that resulted in needing to keep the boiler running for so long.

As far as the jail goes, Administrator Hart said that he was concerned about the fact that the County has had to have it flat funded for four years now already and the Board of Corrections wants the County to do the same for 2015. The Jail is already \$138,000 over at this point. He said that he discussed this with Major Hinkley and Sheriff Dennison, and a letter was sent to the BOC indicating that the County will not submit a flat funded budget. If the BOC still expects the County do to so, then the BOC is going to have to tell the County whether the Jail should ship inmates elsewhere, lay off 4 corrections officers, or some other option. He said that in the meantime, the administration is looking at ways to save on costs.

2. Review Projects/Items of 2014 Budget

Administrator Hart gave a brief overview of some of the projects for this year.

Projects already bid out

1. Exterior Window Replacement project for 8 windows being replaced on the courthouse. The bid was awarded to the Penobscot Company for \$37,908. The windows have been ordered but the project hasn't begun yet.
2. Exterior Trim and Soffit repair on the courthouse. The bid was awarded to McCormick & Associates for \$53,166. The Commission has also authorized the administrator to exceed that amount if, once McCormick's gets up there, they find rotted wood that needs to be replaced. McCormick's will discuss what they find with Building Maintenance Supervisor Don Decker before they do anything.

Upcoming projects not bid out yet

1. Exterior Masonry on the North-East and South sides of the courthouse. Bricks are starting to pull away from the building and they need to be repaired and have a coating put over it. Standard Waterproofing is the company currently doing the work on the state-side and they have provided the administrator with a quote for doing the County side, but Administrator Hart told them that the County needs to bid the project out.
2. Rear parking lot at the Public Safety Building. This may or may not be done this year. Mariners did the original work but they've gone out of business. There aren't that many big paving companies left. If the project isn't done this year, it will be done next year.

2015 projects

For 2015 the only project currently planned is replacing more windows. After the windows being replaced in 2014, there will still be 45 windows left. All of the bigger, more expensive windows were replaced first. Administrator Hart stated that he was hoping to have all of the windows done by the end of 2017. He said that he is trying to convince the State to replace the windows on their side.

Legal

Administrator Hart reminded everyone that \$90,000 had been placed in the 2014 administrative budget for legal expenses. To date, the County has spent just under \$25,000. The majority of it is jail related. There are a couple things going on with the Human Rights Commission, one thing with the Labor Relations Board, employees grieving things or doing things they're not supposed to. It all results in legal expenditures. Administrator Hart said that he would like to have legal expenses that are on behalf of the jail come out of the jail budget in the future.

Janitorial services

Administrator Hart explained that the contracts for building maintenance and janitorial services all expire June 30th. He said that he had asked the current vendors what they would provide for a price and whether they would be willing to lock in at the current price until December 31, 2017. If not, the County would have to go out to bid. Lou Dyer of Lou's Commercial Cleaners wanted to do an increase but there have also been some performance issues, so Administrator Hart had decided to put janitorial services out to bid. The County ended up with three bids. Lou's Commercial Cleaners was the lowest bidder on the Public Safety Building and the Airport, but not by much. Administrator Hart stated that he had spoken with Airport Manager Jeff Northgraves and with Lou Dyer about the fact that his recommendation to the Commission was going to be that all three janitorial contracts be awarded to Maine Real Estate Management for all county facilities. Besides performance issues, the recommendation is made based on the fact that there are benefits to having all facilities being taken care of by one vendor, and MREM has also proven itself during its contracts with the courthouse. He noted that he and Don Decker have met with Mr. Dyer several times in the past about performance issues and things would get better for a little while, but then get worse again. The rates provided by MREM are all locked in until December 31, 2017.

3. Schedule Next Meeting Date for July / August 2014

Administrator Hart explained that he had talked to Chair Bob Duke today about whether there needs to be a quarterly meeting in August because he was not sure there would be anything to discuss. He said that he felt that the process has been getting streamlined and he wasn't sure there was really a need anymore for all of the quarterly meetings. He said that he starts meeting with department heads in September to start working on their budgets, and then the Committee and Commission will start meeting in October.

There was a mixed reaction from the Budget Committee members that were present. A few said they were fine with not having a quarterly meeting at the end of summer if there really wasn't anything to discuss. One member felt that the point of quarterly meetings was to keep the Committee up to date before the full process starts in October, which is especially good for new members. The overall consensus was to set a date in August as a "tentative" date, and Administrator Hart and Chair Bob Duke would decide before then whether a meeting really needed to be held; if not, it could be cancelled. The date was set for 5 p.m. on Thursday, August 28th.

VI. Adjourn

- Shawn Levasseur motioned to adjourn the meeting. Ann Matlack seconded. A vote was taken with all in favor.
- Commissioner Roger Moody motioned to adjourn the meeting. Commissioner Carol Maines seconded. A vote was taken with all in favor.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Candice S. Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 10, 2014. The Knox County Budget Committee approved these minutes at their next Budget Committee meeting held in 2014.