

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – May 9, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, May 9, 2017, 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 Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Airport Manager Jeff Northgraves, EMA Director Ray Sisk, Sheriff Donna Dennison, Jail Administrator John Hinkley, and District Attorney Jonathan Liberman.

Others in attendance: Maine District Court Judge Geoffrey Rushlau.

Regular Meeting – Agenda Tuesday – May 9, 2017 – 2:00 p.m.

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| 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 <ol style="list-style-type: none">1. Approve Consent Items as Presented:<ol style="list-style-type: none">i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.ii. Minutes of Regular Commission Meeting of April 11, 2017.iii. Monthly Written Departmental Reports.iv. Reserve Withdrawals. |
| IV. | 2:20 | Action Items <ol style="list-style-type: none">1. Act on and Approve the Transfers to Reserves from the 2016 Budget and Anticipated Fund Balances. |
| V. | 2:25 | Discussion Items <ol style="list-style-type: none">1. Update on Jail Security Electronics Control Project.2. Update on Cupola Copper Roof/Downspout Replacement Project.3. Update on HVAC/Controls Commissioning Project. |
| VI. | 2:45 | Other Business |
| VII. | | 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 Maines asked for public comment, if there be any. 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 11, 2017.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals

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

Commissioner Pohlman asked Airport Manager Jeff Northgraves if he knew why aircraft movements (arrivals and departures) are up 20% over last year. Manager Northgraves explained that the weather was better in April of 2017 than it was in 2016 and people are traveling more now that the economy is improving. Downeast Air is also selling more fuel. Manager Northgraves added that he thinks the trend

will continue. Commissioner Pohlman asked if the couple from Arizona proposing to open a café in the airport terminal will be able to sell alcohol because she noticed that their sample menu that Manager Northgraves had included with his monthly report had alcohol listed. Manager Northgraves thought that it shouldn't be a problem but noted that he didn't think the Town of Owls Head has a process for that so the couple will have to go to the state to be able to get permission to sell alcohol.

Commissioner Pohlman asked EMA Director Ray Sisk about whether the Maine CDC asking for Knox County EMA's assistance with delivering emergency flu vaccinations on April 7th was just a real incident, or just a practice exercise. Director Sisk said that it was a real request for assistance. EMA staff arranged for the CDC to get out to Vinalhaven via Penobscot Island Air, but then the CDC decided to use the ferry to get the vaccinations out to the island instead.

Commissioner Pohlman asked Sheriff Dennison how the safety checkpoints are going. Sheriff Dennison said that patrol hasn't had many yet but there are several planned. The safety checkpoint details will be conducted until the grant money for the year runs out.

- A vote was taken with all in favor.

Reserve Withdrawals:

Courthouse Renovations & Maintenance	200008-12680	\$45.25
DARE	200008-10070	\$35.00
Forfeiture Money – State	200008-12870	\$14,000.00
Jail Professional Services	861808-12855	\$13,700.00
Sheriff Vehicles	200008-12770	\$3,766.00
	Total	\$31,546.25

IV. Action Items

1. Act on and Approve the Transfers to Reserves from the 2016 Budget and Anticipated Fund Balances.
 Administrator Hart explained the 2016 Projected Surplus chart provided by Finance Director Kathy Robinson:

Fund	2015 Surplus	% of Expense	2016 Projected Surplus	% of Expense
Airport	\$37,189	7%	\$49,566	9%
Communications	\$233,935	24%	\$197,107	20%
Jail	\$298,477	8%	\$350,598	10%
General Fund	\$1,049,579	23%	\$1,088,281	24%
Total Surplus	\$1,619,180	17%	\$1,685,552	18%

He also explained the 2016 Transfer to Reserves:

Airport Projects	\$20,000	2016 Budget
Maintenance	\$300,000	Replenish Account from Surplus
Dispatch Computer	\$7,000	Replenish Account from Surplus
Dispatch Equipment	\$43,000	Replenish Account from Surplus
Jail Capital, Renovations & Maintenance	\$300,000	Control System from Surplus
Jail Capital, Renovations & Maintenance	\$172,901	2016 BOC Supplemental
Jail Capital, Renovations & Maintenance	\$24,786	2016 Budget
Jail Vehicle	\$12,820	2016 Budget
Sheriff Vehicle – Video Equipment	\$10,000	2016 Budget
TOTAL:	\$890,507	

The \$20,000 for Airport Projects was part of their capital line approved as part of the 2016 budget to pay for the Airport Improvement Program (AIP) local share. The \$300,000 for Maintenance will replenish this account for any building repairs or projects. The \$300,000 for Jail Capital, Renovations & Maintenance will be used for the Control System Upgrade Project. The \$172,901 for Jail Capital, Renovations & Maintenance was received as part of the 2016 Jail Operations Fund Supplemental and will be used for the Control System Upgrade Project. The \$24,786 for Jail Capital, Renovations & Maintenance was budgeted in 2016 in capital within the Jail Budget and was dedicated for the Control System Upgrade Project and will be used for that project as part of the other monies indicated. The \$7,000 for Dispatch Computer will replenish this account for any computer replacements at the Dispatch Center. The \$43,000 for Dispatch Equipment will replenish this account and will be used to purchase equipment that is deemed necessary for the operation of the KRCC. The \$12,820 for Jail Vehicle was due to delayed project/expense in 2016. The \$10,000 for Sheriff Vehicle-Video Equipment was also due to delayed project/expense in 2016.

- A motion was made by Commissioner Richard Parent to act on and approve transfers to reserves from the 2016 budget and anticipated fund balances. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

V. Discussion Items

1. Update on Jail Security Electronics Control Project.

Administrator Hart explained that he, David Lay of SMRT, Peter Reed of Norris, Inc., and County Attorney Peter Marchesi have been working on AIA contract documents that would be between Knox County and Norris, Inc. The documents will be finalized at the May 11th meeting when the group meets to discuss the investigative report done by Norris. After the meeting, the County will know if it needs to do a lease/purchase for the project or not. Commissioner Parent asked if anyone could attend that meeting. Administrator Hart said yes but suggested just having one commissioner go so it won't become a commission meeting. It was decided that Commissioner Maines would attend on behalf of the Commission.

Sheriff Dennison commented that the administration was able to find an electronic copy of the electronics schematics through the State so those will be able to be printed and given to Norris staff.

Commissioner Maines said that she had heard that the employees are heartened by seeing Norris staff at the jail, with the prospect of things getting better. Sheriff Dennison agreed that this was so and that she's pleased to see the jail staff feeling better about the place they work.

2. Update on Cupola Copper Roof/Downspout Replacement Project.

Eric Wass of Coastal Copper & Slate, Inc. had notified the County that he hoped to start the project by the end of May, weather permitting, but he sent Administrator Hart an email yesterday saying it will probably be the first of June before he can start. The project has been delayed by all the recent rainfall and Mr. Wass has also had to wait for the lift company to be available. The project should take about a month to complete, and Mr. Wass is aware that the project has to be completed by the 1st of August.

3. Update on HVAC/Controls Commissioning Project.

Siemens Industry, Inc. is currently reviewing the report they've generated after doing the Commissioning and will be meeting with Chris Caron, Jesse McCue, Curt Lefebvre, and Administrator Hart on May 22nd to go over the report, and hopefully projected costs as well.

VI. Other Business

New District Attorney

Jonathan Liberman introduced himself to the commissioners. He is replacing Geoffrey Rushlau as the district attorney for district 6, which includes the counties of Knox, Lincoln, Waldo, and Sagadahoc. He has

been working as a prosecutor for Geoff Rushlau since 2011. Mr. Rushlau spoke briefly about how capable DA Liberman is and wished him well in his new capacity as district attorney.

Quarterly Budget Meeting

The next quarterly budget meeting is tentatively scheduled for June 1st at 5 p.m. The Budget Committee members will be updated on projects. The Committee will also appoint someone to the vacant seat for the Town of Warren (District 7). The town recommended two different individuals rather than picking one, so Budget Committee Chair Bob Duke thought both individuals should be invited to the meeting in case the Committee wanted them to say anything.

Commissioner Maines asked about whether the meeting will also be used to educate the Budget Committee on specific topics, such as Communications and the Airport. Administrator Hart answered that those topics will be covered at the August quarterly meeting, right before the budget season starts.

VII. Adjourn

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

The meeting adjourned at 2:34 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 13, 2017.