

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – June 13, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, June 13, 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, Chief Deputy Tim Carroll, Jail Administrator John Hinkley, EMA Director Ray Sisk (*left at 2:18 p.m.*), EMA Administrative Assistant Donna Allen (*left at 2:08 p.m.*), EMA Operations & Resources Planner Don Grinnell (*left at 2:08 p.m.*), EMA GIS Database Manager Leticia vanVuuren (*left at 2:08 p.m.*), Finance Director Kathy Robinson (*arrived at 2:06 p.m.*) and Airport Manager Jeff Northgraves.

Others in attendance: Waldo County EMA Director Dale Rowley (*left at 2:08 p.m.*); Waldo County Deputy Director Olga Rumney (*left at 2:08 p.m.*); Rockland resident Kenneth Allen (*left at 2:08 p.m.*); and David Lay of SMRT (*left at 3:09 p.m.*).

Regular Meeting – Agenda Tuesday – June 13, 2017 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation**
 - 1. Employee Recognition.
- 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 May 9, 2017.
 - iii. Minutes of Joint Quarterly Budget Meeting of June 1, 2017.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
- V. 2:25 Action Items**
 - 1. Act to Award Bid for One New Utility Vehicle for Use by the Knox County Airport.
 - 2. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and the Consent and Assignment of Hangar #16 from James Howe to Bruce & Marjorie Hallowell.
 - 3. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Salty Owl LLC to Operate a Café in the Airport Terminal.
 - 4. Act to Approve and Authorize the County Administrator and Sheriff to Sign an Inmate Boarding Agreement with the Lincoln and Sagadahoc Multicounty Jail Authority to Board Inmates at Two Bridges Regional Jail.
 - 5. Act to Approve Agreement with Norris, Inc. for Security Electronics Control Upgrade Design Build at the Knox County Jail.
- VI. 2:40 Discussion Items**
 - 1. Update on Cupola Copper Roof/Downspout Replacement Project.
 - 2. Update on HVAC/Controls Commissioning Project.
- VII. 2:55 Other Business**
- VIII. 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. Presentation

1. Employee Recognition

Waldo County EMA Director Dale Rowley explained that he is the Chair for the County Directors Counsel Training. Knox County EMA Administrative Assistant Donna Allen has achieved her Certified Emergency Manager from Maine (CEM-Me) designation. Receiving this status involves training, education, and community involvement. There are only about 30 in the state. Donna is the 2nd one in Knox County – the former EMA Director Sylvia Birmingham was the other person. Director Rowley presented Ms. Allen with a certificate from the County EMA Directors Council. A group photo was then taken with the County Commissioners and other EMA staff.

III. Public Comment

Commissioner Carol Maines asked for public comment. There was none.

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 May 9, 2017.
- iii. Minutes of Joint Quarterly Budget Meeting of June 1, 2017.
- iv. Monthly Written Departmental Reports.
- v. 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 stated that she wanted to thank and acknowledge the Patrol and Jail staff because May was a busy month and they are working hard.

Commissioner Maines asked about Airport Manager Northgraves' monthly report in which he talks about not being able to move a fence because the County doesn't have a grant to fund it so it will have to stay where it is for now. Manager Northgraves explained that the FAA doesn't give grants for what it considers to be "landscaping", but he has heard the rules might be different next year so he will apply again next year for a grant. At that point, if he is still unable to get a grant, the cost will have to come out of the Airport's operating budget. He noted that he disagreed that the fence is "landscaping" because it's not there for looks - it's there to keep wildlife off the runway. The fence can't be close to the trees or it defeats the whole purpose because animals will just use the trees to get over the fence. He said that the other reason he was trying to move the fence back as far as possible is because right now it's currently sitting where the new runway safety area will be once it's formally pushed back.

Commissioner Maines asked about EMA Director Sisk's monthly report in which he discussed the "Fire & Ice" Exercise. His report mentioned questioning what services "could be suspended post disaster to free up county personnel to assist in high priority recovery work". She asked Director Sisk if he already had a list. He said no, but that's one of the things that gets discussed as part of the continuity plan development. Commissioner Pohlman commented that she had attended the Fire & Ice exercise and she had found it to be very interesting and educational. She thought that the exercise showed how important it is to have that kind of advanced planning done. When asked about additional staff for the EOC if a disaster event goes on for a long time, Director Sisk explained that Knox County does a joint EOC with the City of Rockland, so Knox County is pushing the City to provide some relief staff during EOC activations. Firemen, policemen, and other first responders would be helpful at the EOC but they can't because they are out doing the response, which is what they need to be doing.

Commissioner Maines asked Finance Director Robinson's about her monthly report showing three large amounts owed to the County by the State of Maine. Director Robinson stated that she and her staff follow up on a monthly basis but the State isn't responding. She said that sometimes it's because

it’s at the end of the State’s fiscal year (which ends on June 30), so she would be surprised if the State sends any payments before July.

Although Communications Director Lothrop was not present, Commissioner Maines brought up the end of Director Lothrop’s report where he mentioned a recent thunderstorm that heavily damaged Oxford County’s communications tower and equipment. While Oxford County’s communications setup is different from Knox, and the Knox communication tower has measures in place to protect it from lightning strikes and other hazards, the point is that any communications system can suffer large technical losses that are unavoidable. There needs to be sufficient funding available to fix the problem immediately.

- A vote was taken with all in favor.

Reserve Withdrawals:

Jail Professional Services	861808-12855	\$1,008.00
	Total	\$1,008.00

Reserve Withdrawals - Airport Projects 5% County Share:

Airport Projects	461608-14640	\$65,000.00
Airport Equipment	461608-14610	\$12,658.93
	Total	\$77,658.93

V. Action Items

1. Act to Award Bid for One New Utility Vehicle for Use by the Knox County Airport.

Airport Manager Jeff Northgraves explained that he has been using his own vehicle the past 12 years to test water, check the runway, deal with birds on the runway, check fences, etc. The County’s attorney told him that he really shouldn’t be using his personal vehicle to be doing those job functions because of liability, so funding was included in the 2017 budget to purchase a utility vehicle so that Manager Northgraves can continue doing those tasks. It needed to be a small 4-wheel drive vehicle, something similar to a golf cart in size but more heavy duty. The specifications included having a solid roof and a windshield. The two vehicles that fit the airport’s needs are the Kubota “mule” and the John Deere “gator”. After requesting quotes from local authorized dealers, the vehicle was bid out per the County’s Purchasing policy. RFP’s were sent to Hammond Tractor and Union Farm Equipment since those were the two local authorized dealers of either Kubota Mules or John Deere Gators. The County received two bids from Hammond Tractor – one new Gator, and one used Gator. Union Farm Equipment didn’t submit a bid. Manager Northgraves recommended awarding the bid to Hammond Tractor Company for one new John Deere Gator at a bid price of \$13,131.00. He said that he was originally going to recommend the *used* gator but when he called Hammond Tractor about 24 hours after the bid opening to ask a question about the warrantee, he was informed that the used gator had already been sold and was therefore no longer available. The bid price for the new gator is still below the budgeted amount of \$15,000.

When asked about the potential life span of the vehicle, Manager Northgraves stated that it could easily last 10 years because it won’t be receiving excessive or abusive use. Even if he takes it off the runway, he is heading to a specific point and back. The vehicle will operate well in snow but it won’t be needed that much in the winter anyway because there is less wildlife out and about. The vehicle will stay on airport property. It will mostly just be Manager Northgraves using the vehicle; the maintenance staff can use it but they really won’t need to because they already have a truck they use for their job functions.

- A motion was made by Commissioner Richard Parent to award the bid for one new John Deere Gator to Hammond Tractor for a bid price of \$13,131.00. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
2. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and the Consent and Assignment of Hangar #16 from James Howe to Bruce & Marjorie Hallowell.
Airport Manager Jeff Northgraves explained that Mr. Howe has sold his hangar to the Hallowells who have an aircraft already in Howe's hangar. The Request for Lease Assignment and the Consent and Assignment documents, which are required by the lease, grants permission to transfer the rental agreement for the land the hangar sits on to the new owners. The Consent and Assignment will be recorded in the Registry of Deeds.
- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign the Request for Lease Assignment and the Consent and Assignment of Hangar #16 from James Howe to Bruce & Marjorie Hallowell. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
3. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Salty Owl LLC to Operate a Café in the Airport Terminal.
Airport Manager Jeff Northgraves explained that the Salty Owl is a new business that will operate the café in the terminal. The business owners will have a five-year agreement with no "foot-print" lease costs during the first two years, and then a gradual increase in that fee so that by year five they are paying "fair-market-value". The last time the "fair-market-value" was calculated was done in 2009, which is before the terminal was even there. The Salty Owl owners have been asked to get two appraisers to figure out the fair-market-value, and then negotiations on the contract will go from there. The business will also pay a percentage of their gross revenues, beginning at 8% and gradually decreasing to 6%, as their rental fee kicks in. The payment section will be filled in after completing the negotiations with the business owners. The owners are on site now and have already painted the walls in the seating area. They are currently working on installing the kitchen equipment. When asked if the County will have the right to terminate the agreement if need be, Manager Northgraves said that the appropriate time for either the business owners or the County to terminate the agreement would be at the annual review. The business does not have a liquor license yet but they are working on getting it. If they do get the license, the County will have to put something in its personnel policy because right now county employees can't consume alcohol on county property (even when they're not on duty), which would prevent all County employees from enjoying a drink there when off duty.
- A motion was made by Commissioner Sharyn Pohlman to approve and authorize the County Administrator to sign the Concessionaire Agreement for Salty Owl LLC to operate a café in the Airport Terminal. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
4. Act to Approve and Authorize the County Administrator and Sheriff to Sign an Inmate Boarding Agreement with the Lincoln and Sagadahoc Multicounty Jail Authority to Board Inmates at Two Bridges Regional Jail.
Commissioners had been provided with a copy of an inmate boarding agreement between the Lincoln and Sagadahoc Multicounty Jail Authority (LiSa) to board twenty Knox County male inmates at the Two Bridges Regional Jail (TBRJ) in Wiscasset starting June 3rd. The agreement was reviewed by both party's attorneys.

Chief Deputy Carroll commented that the decision to board out inmates was based on maintaining the safety of County employees and the facility in general. Being so short staffed, the employees are working 16 hour shifts and are burnt out. Closing one section of the jail and sending away 20 inmates alleviates some of the need for mandating extra hours for the employees. The morale in the jail is taking quite a hit from all the mandatory overtime. The County is advertizing for more help at the jail,

but even if you hired some people tomorrow, getting new employees trained and up to speed takes time. Since the County is willing to hire individuals with no corrections experience, the County has to train them, and within the first year the employees have to do a five-week course at the Maine Criminal Justice Academy, which leaves their shifts open while they're gone. The administration is concerned that more employees will quit because they are burnt out. Hopefully making the investments in the jail and improving the control system should improve the morale and help with hiring people in the future.

- A motion was made by Commissioner Richard Parent to approve and authorize the County Administrator and Sheriff to sign an Inmate Boarding Agreement with the Lincoln and Sagadahoc Multicounty Jail Authority to Board Inmates at Two Bridges Regional Jail. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

5. Act to Approve Agreement with Norris, Inc. for Security Electronics Control Upgrade Design Build at the Knox County Jail.

Administrator Hart provided the Commission with a copy of the proposal from Norris, Inc. for the control system at the jail for the total of \$504,292.12. He explained that the original figure he had provided in the informational packets a few days ago didn't include some of the costs he had been waiting on figures for. In looking at the breakdown of costs, Commissioner Parent asked why the amount allotted for furniture was \$3,000. SMRT's David Lay explained that the funds are for more than just a chair or two - it's for the actual workstation that has the computer, three monitors that show the videos from around the jail, and adjustable workstations for both standing or sitting. The workstation is used 24 hours a day all year long so it needs to be decent equipment that will be able to stand up to the level of constant use. He noted that the equipment is actually on the low end in terms of what's available.

Mr. Lay gave a brief explanation of why the electronic system is so important in the safety of a jail facility. He stated that if the attention of a corrections officer is on using a key to unlock the door, then his/her attention is not on the inmates, and that creates a dangerous situation. SMRT was concerned with picking a firm that was qualified to design and install a new electronic security system, and they are very impressed with Norris, Inc. Norris not only has offices nearby in Bangor and Portland, but they also have the ability to design and construct the system and provide maintenance agreements for long-term help. The amount of money Norris is making is a percentage over the amount the County is paying for the equipment (it's a markup) which is fair because Norris knows what they're getting paid, and the County knows what the actual cost is of the equipment being purchased. Norris has included in their proposal their maximum price, and if they can do it for less than that, the County will then pay less. Training costs for training employees on the new system are built into the proposal. Mr. Lay referred to a document he was holding that had more information on that subject but the commissioners hadn't been given a copy. Mr. Lay said that he would double-check on the training and get back to the Commission. He noted that Norris should finish work at the jail on the installation by November 3rd.

- A motion was made by Commissioner Sharyn Pohlman to approve the agreement with Norris, Inc. for Security Electronics Control Upgrade Design Build at the Knox County Jail for a maximum amount not to exceed \$590,000 [Norris contract - \$504,292.12 + the balance left of the phase 1 balance for SMRT (approximately \$60,707.88) + 5% contingency (not to exceed \$25,000) = \$590,000]. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

VI. Discussion Items

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

Eric Wass of Coastal Copper has set up the lift in the back parking lot. He and his employees were here on a few of the good weather days last week to do some minor prep work for the project. The staging company is planning to be here later this week to get set up, weather permitting. Commissioner Parent

asked if the workers have to put up any sort of safety net to make sure nothing falls to the ground while they're working; Administrator Hart said that he didn't know but that he would follow up with them.

2. Update on HVAC/Controls Commissioning Project.

A meeting was held on June 5th with members of Siemens Industry, Inc., Jesse McCue of MREM, State Courts Facilities Engineer Curt Lefebvre, Clerk of Courts Eileen Bridges, Knox County Building Maintenance Supervisor Chris Caron, Mike Dean, and myself. Pricing was discussed, as well as what is expected from Siemens, etc. Their mechanical engineer and electrician did a walk-through of the entire building and also wanted floor plans/evacuation maps of the interior of the Courthouse. Hoping to have a meeting at the end of this month and they will be providing a proposal with pricing for both the County and State sides.

VII. Other Business

Runway Extension

Airport Manager Northgraves stated that the Airport started construction on the runway extension project yesterday. The runway is now closed for the next two weeks. Manager Northgraves said that he was hoping to have the project done by the 4th of July.

Eagle Scout

Airport Manager Northgraves noted that Rockland Boy Scout Bradley Nystrom had to complete his last requirement to get his Eagle Scout Rank, which was completing a project. He came to the airport to see if there was anything there that he could do. Manager Northgraves told him that the airport could use 4 to 6 Adirondack chairs for the gazebo area. The young man ended up making 6 chairs and 3 tables that all look really good. Bradley will have his Board of Review on June 28th and will then receive his Eagle Scout rank.

VIII. 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 3:14 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on July 11, 2017.