

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – June 14, 2011 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, June 14, 2011, 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, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, Sheriff Donna Dennison, Chief Deputy Tim Carroll, and EMA Director Ray Sisk (*arrived at 2:11 p.m.*).

Regular Meeting – Agenda **Tuesday – June 14, 2011 – 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 11, 2011.
 - iii. Minutes of Special Commission Meeting of May 20, 2011.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - 1. Act to Approve Contract between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for July 1, 2011 – June 30, 2012.
 - 2. Act on Authorization of Additional Expenditures on the KRCC Simulcast Project.
 - 3. Approve and Authorize the Chair to Execute a Concessionaire's Agreement with Jane Newcomb to Operate "Blue Yonder" Gift Shop in the Airport Terminal.
 - 4. Approve and Authorize the County Administrator to Execute Changes in Budget Rent-a-Car's Concessionaire's Agreement to Occupy One of the Desks in the Terminal and to Dual Brand Their Presence at the Airport as both Avis and Budget.
 - 5. Approve and Authorize the Chair to Sign a Request for Lease Assignment and a Hangar Lease, Consent and Assignment to Transfer Hangar #12's Ground Lease from Dale Flint to Augustus Lookner.
 - 6. Act to Approve, and Authorize the County Administrator to Sign and Register Deed Restrictions Associated with the MDEP's Permit Requirement for a Storm-water Buffer at the Knox County Regional Airport.
 - 7. Act to Award Snow Plow Bid and Authorize the County Administrator to Execute the Contract.
 - 8. Act to Award the Airport Terminal Landscaping Bid and Authorize the County Administrator to Execute the Contract.
 - 9. Act to Authorize the Chair to Sign a Letter of Support to Establish "Port of Entry" Status for the Knox County Regional Airport and Rockland Harbor.
- V. 2:30 Discussion Items**
 - 1. Discuss Orthoimagery Project.
 - 2. Update on the Knox County Corrections/Jail Budget for FY12-13.
- VI. 2:40 Other Business**
- VII. 2:45 Executive Session**
 - 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- VIII. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the June 14, 2011 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Roger Moody 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 11, 2011.

- iii. Minutes of Special Commission Meeting of May 20, 2011.
- 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 Carol Maines.

Commissioner Maines asked to have some changes made to the Regular Commission minutes of April 11th. Administrative Assistant Candice Richards responded that she would make those changes to the minutes.

Commissioner Maines referred to KRCC Director Linwood Lothrop’s monthly report in which he mentioned sexual harassment and VDT training. She commented that she thought at least one of those two training topics were required by the State, but that while sexual harassment was mentioned in the personnel policy, she did not think the periodic requirement of staff being retrained on those two topics was in the personnel policy. She suggested changing the policy to reflect that requirement the next time the Commission amended the personnel policy. Commissioner Moody asked if that was tracked through the Safety Committee. Administrator Hart commented that the new HR person, once hired, would track the training and make sure it was done according to the County’s personnel policy and state and federal laws. Before the HR person is hired, Laurie Bouchard, HR contractor, will conduct the training so that the County stays in compliance with the law. Supervisors will be trained separately from the rest of the staff.

Commissioner Maines asked another question about Director Lothrop’s report regarding bail commissioners and problems with record checks. She asked if Knox County had bail commissioners. Administrator Hart responded that he did not know the answer to that. Director Lothrop was not present at the meeting and therefore could not be asked for an answer.

Commissioner Maines referred to EMA Director Ray Sisk’s monthly report in which he mentioned that at a Public Works Director’s resource group meeting, several of the directors suggested looking at cooperative purchasing for things such as asphalt. She commented that this seemed like a good idea and asked if it had been done by the County before. Administrator Hart did not believe it had been done before. Director Sisk arrived at the Commission meeting at that moment and explained that the idea was currently just exploratory right now. The County has been able to help the municipalities get better prices by handling group bidding on road salt and sand and heating fuel. It would be up to the municipalities whether to include municipalities from other Counties. Searsmont, Lincolnville and Waldoboro have been included in other group bidding processes.

Commissioner Maines commented that she had noticed in Director Sisk’s report that one of his recent emergencies was when Togus lost power. She asked what would have happened if the power outage had lasted more than a couple hours. Director Sisk explained that he just happened to be in the area when he got a call about the power outage and he was asked to stand by and assist. The first thing he did was to contact Penobscot Bay Medical Center to check on availability of beds in case Togus had to be evacuated. Contractors had cut through some power lines which cut off both the commercial power and the emergency power. The hospital was able to restore the backup power fairly quickly.

- A vote was taken with all in favor, to be approved as amended with corrections suggested by Commissioner Maines.

Reserve Withdrawals:

Airport Computer	461608-14600	\$200.46
Deeds Surcharge	200008-12740	\$105.00
Forfeiture Money – Federal	200008-12860	(\$58.33)
Resignation Benefits	200008-12670	\$25,283.21
Sheriff Vehicles	200008-12770	\$15,000.00
	Total	\$40,530.34

IV. Action Items

1. Act to Approve Contract between Knox County and the Town of Vinalhaven for Sheriff’s Deputy Services for July 1, 2011 – June 30, 2012.

County Administrator Andrew Hart stated that the contract is the same as from the previous year. The only changes to the contract were the dates, and the names of selectmen. The Vinalhaven Selectboard did not propose any changes to the contract. Chief Deputy Carroll and Sheriff Dennison were also fine with it. Commissioner Maines asked if the town pays for the transportation for the deputy to come to the mainland for court. The sheriff responded that the town does pay for that.

- A motion was made by Commissioner Carol Maines to approve the contract between the Knox County and the Town of Vinalhaven for Sheriff's Deputy services for July 1, 2011 to June 30, 2012. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
2. Act on Authorization of Additional Expenditures on the KRCC Simulcast Project.
County Administrator Andrew Hart explained that this had been discussed with the radio subcommittee. The County needs to switch from 5.8 to a 4.9 GHz. The original request had been to take money from dispatch surplus and hopefully unused grants to fund the rest. The County was able to come up with \$5,000 in grants that can be applied to this and the County has to fund the rest. KRCC Director Linwood Lothrop is able to fund the rest (the other \$5,000) in his current budget so there is no longer a need for approval to expend money from dispatch surplus.
 - A motion was made by Commissioner Carol Maines to table the agenda item since no action was needed. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
 3. Approve and Authorize the Chair to Execute a Concessionaire's Agreement with Jane Newcomb to Operate "Blue Yonder" Gift Shop in the Airport Terminal.
Airport Manager Jeff Northgraves explained that since the County had gone out to bid for this twice with no bids received, the FAA will let us start off with a zero lease for the first year with a high percent of Jane Newcomb's gross, and then work towards fair market value. Ms. Newcomb goes into it with very little risk. It will initially be a 3-year contract and be renewed every 2 years after. The FAA is happy with the contract as it is written. Commissioner Moody asked if there were required times/hours for operation and if that was built into the contract. Manager Northgraves responded that for the first year he was going to give her a lot of leeway with that to give her a chance to figure out what will work best for her and her business.
 - A motion was made by Commissioner Richard Parent to approve the concessionaire's agreement with Jane Newcomb and to authorize the Chair to execute the agreement. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
 4. Act to Approve and Authorize the County Administrator to Execute Changes in Budget Rent-a-Car's Concessionaire's Agreement to Occupy One of the Desks in the Terminal and to Dual Brand Their Presence at the Airport as both Avis and Budget.
Airport Manager Jeff Northgraves explained that Budget Rent-A-Car has had an agreement with the County for many years. Budget currently pays the County 6% of their gross, which is pretty much industry standard on rental cars, and matches agreements for other places airports. He stated that there was not really any need to make any changes to the existing agreement.
 - A motion was made by Commissioner Carol Maines to authorize Airport Manager Jeff Northgraves to negotiate the agreement, and to approve and authorize the county administrator to execute changes in Budget Rent-a-Car's concessionaire's agreement to occupy one of the desks in the terminal and to dual brand their presence at the airport as both Avis and Budget. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
 5. Act to Approve and Authorize the Chair to Sign a Request for Lease Assignment and a Hangar Lease, Consent and Assignment to Transfer Hangar #12's Ground Lease from Dale Flint to Augustus Lookner.
 - A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign a request for lease assignment and a hangar lease, consent and assignment to transfer hangar #12's ground lease from Dale Flint to Augustus Lookner. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
 6. Act to Approve, and Authorize the County Administrator to Sign and Register Deed Restrictions Associated with the MDEP's Permit Requirement for a Storm-water Buffer at the Knox County Regional Airport.
 - A motion was made by Commissioner Richard Parent to approve and authorize the county administrator to sign and register deed restrictions associated with the MDEP's permit requirement for a storm-water buffer at the Knox County Regional Airport. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
 7. Act to Award Snow Plow Bid and Authorize the County Administrator to Execute the Contract.
Airport Manager Jeff Northgraves explained that the County received two bids. There was a pretty significant difference between costs, but there was also a big difference between the two machines.

O'Connor's Western Star plow is \$72,000 cheaper but it's the same plow with a less fancy truck. For FAA projects that the FAA pays 90% of, the County is required to take the lowest bidder. We pay 2.5% and the State pays 2.5%. O'Connor warrantee's for 2 years and does a class for the County staff that will be driving the truck.

- A motion was made by Commissioner Richard Parent to award the snow plow bid to O'Connor's for a bid of \$212,161 and to authorize the county administrator to execute the contract. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

8. Act to Award the Airport Terminal Landscaping Bid and Authorize the County Administrator to Execute the Contract.

Airport Manager Jeff Northgraves explained that APAC met the previous night to go over the two bids that had been received. Prior to the bid opening, there had been 7 or 8 companies that came to look at the work location but only two vendors turned in bids. Both bidders came in and went over their bids with the APAC. They were asked to show what they could do with \$10,000 to improve the road leading up to the terminal. They came up with different ideas.

- A motion was made by Commissioner Carol Maines to award the airport terminal landscaping bid to Jackson Landscaping to do the landscaping for \$7,000 (for trees and shrubs), and to BG Shaw Enterprises for the hardscaping for \$3,000 (for gazebo and split rail fence) and to authorize the county administrator to execute the contracts. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

9. Act to Authorize the Chair to Sign a Letter of Support to Establish "Port of Entry" Status for the Knox County Regional Airport and Rockland Harbor.

Airport Manager Jeff Northgraves explained that the County is working with Rockland to do the process together at the same time. Kevin Waters from Penobscot Island Air has been leading the way with getting people behind the effort. Letters of support have gone out and this would be another letter that would support both the Knox County Airport, and the Rockland Harbor as well, since Rockland is in Knox County. There is a meeting on June 22 in Washington DC with DHS/Border & Customs, our Congressional Representatives and some local stake holders from the state of Maine. Once the airport becomes a "Port of Entry", if for some reason someone didn't pass a customs check, the airport already has a law enforcement officer (sheriff's deputy) on site the entire time the airport is open.

- A motion was made by Commissioner Richard Parent to authorize the Chair to sign a letter of support to establish "Port of Entry" status for the Knox County Regional Airport and Rockland Harbor. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

V. Discussion Items

1. Discuss Orthoimagery Project.

County Administrator Andrew Hart explained that planes would do a fly-over of the state to create photo maps to help law enforcement, code enforcement officers, assessors, EMA agencies, communications, fire, EMS, etc. He stated that he wanted to see if the Commission wanted a presentation at the July Commission meeting and to look at putting funding in the 2012 budget to join in with the State to do this. If the County did it alone, it would be about \$8,600 a year.

Commissioner Roger Moody thought that this would be a good service to do for the towns because it costs them a lot to do their own digital mapping. It would be an ongoing County expense every year because of the need for updating every three years. The County could invite the municipal officials to come to the July Commission meeting and hear about it too to see if they are interested.

Commissioner Richard Parent commented that he thought it benefits the towns but not really the County. The County needs to find out if the towns want the service because there's no point in investing in it if they don't even want the service.

County Administrator Andrew Hart stated that he thought the County benefits from it, probably more than a lot of people think, because it's useful to EMA and Communications/Dispatch. The information given to the Commission prior to today's meeting was just a part of the full presentation. The State's RFP is due back at the end of June so hopefully by the July commission meeting information on the costs will be available.

Commissioner Roger Moody asked Administrator Hart to send an email to the towns and the Mid-Coast Regional Planning Commission to invite them to the July Commission meeting.

Administrator Hart commented that it will still be up to the Commission to decide whether or not to put it in the County's budget for 2012.

2. Update on the Knox County Corrections/Jail Budget for FY 12-13.

County Administrator Andrew Hart explained that the process for developing the jail budget has changed over the past couple years so he wanted to update the Commission on how the process was going. He reminded the Commission that they had voted at their Regular Commission meeting on January 11th to submit the Knox County Budget to Board of Corrections. He briefly explained that \$3.5 million was the baseline and the Corrections Working Group asked for another \$3.5 million, for a total of \$7 million. The State correctional system really needs about \$8.3 million for FY12. Right now the budget focus group and corrections working group have submitted an amount of \$79 million for all 15 jails for the FY12 budget. FY13 has not been worked on yet.

The BOC is meeting tomorrow to vote on this, but even if the BOC board does vote tomorrow, the State hasn't finalized their budget yet so the numbers could change. Whatever the State approves is what the county jail system as a whole is going to get, and then it will get allocated by the Board of Corrections to each jail. Any jail that does not use all of its allotted money for a budget year does not get to keep the excess. It is instead allocated to another jail operating at a deficit.

VI. Other Business

There was none.

VII. Executive Session

1. Convene in Executive Session to Discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

- A motion was made by Commissioner Richard Parent go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

The executive session convened at 3:48 p.m.

The executive session concluded at 5:05 p.m.

VIII. Adjourn

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

The meeting adjourned at 5:06 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on July 12, 2011.