

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – July 11, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, July 11, 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, Sheriff Donna Dennison, Jail Administrator John Hinkley, EMA Director Ray Sisk, DA Jon Liberman (*left at 2:26 p.m.*), and Finance Director Kathy Robinson.

Others in attendance: Knox County Budget Committee member Lawrence Nash.

Regular Meeting – Agenda Tuesday – July 11, 2017 – 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 June 13, 2017.
 - iii. Monthly Written Departmental Reports.
 - iv. 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 the Contract Year July 1, 2017 to June 30, 2018.
 2. Act to Change Date of the August 8, 2017 Regular Commission Meeting.
- V. 2:30 Discussion Items**
 1. Update on Jail Security Electronics Control Project.
 2. Update on Cupola Copper Roof/Downspout Replacement Project.
 3. Update on HVAC/Controls Commissioning Project.
 4. HVAC Unit at the Knox County Public Safety Building.
- VI. 2:50 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 Carol Maines 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 June 13, 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. A vote was taken with all in favor.

Reserve Withdrawals:

Airport Projects	4161608-14640	\$802.75
DARE	200008-10070	\$654.64
Jail Capital, Renovations & Maintenance	861808-12820	\$4,607.00
Jail Professional Services	861808-12855	\$4,175.00
	Total	\$10,239.39

IV. Action Items

1. Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff’s Deputy Services for the Contract Year July 1, 2017 to June 30, 2018.

This is a renewal of the existing contract. Changes include:

- Date changes for the term of the contract and how the dates relate to wages and benefits in Section 2 on Pages 1 & 2
- Section 5, Page 2 - Housing and Lodging has had the heating fuel and electricity cap lowered from \$5,500 to \$4,500 per the request of the Vinalhaven Board of Selectmen
- The utilities expense for the last 4 years has been close to \$3,500 per year, with FY 15 being closer to \$4,400. I have shown the requested change
- The signature pages on Pages 5 and 6 have been updated to show the names of the current commissioners and selectmen

It was noted that Sheriff’s Deputy Robert Potter is currently the deputy on Vinalhaven.

- A motion was made by Commissioner Richard Parent to approve the contract between Knox County and the Town of Vinalhaven for Sheriff’s Deputy Services for the contract year July 1, 2017 - June 30, 2018. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

After the contract is signed by the Commission, it will be sent to Vinalhaven for the Select Board to sign.

2. Act to Change the Date of the August 8, 2017 Regular Commission Meeting.

Due to wanting to attend the MTCMA Conference in August, Administrator Hart asked to change the date of the August regular Commission meeting from the 2nd Tuesday to the 3rd Tuesday, or some other day that works better for the Commission.

- A motion was made by Commissioner Richard Parent to change the date of the Regular Commission meeting in August from Tuesday, August 8th to Tuesday, August 15th. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

Commissioner Maines asked if the County needed to notify the Maine County Commissioners Association because she had noticed that they list county meetings. Administrator Hart stated that he could do that.

V. Discussion Items

1. Update on Jail Security Electronics Control Project.

Administrator Hart relayed the progress to date on the project:

- Review and coordination of sub-contractor contracts with the chosen vendors for the new MDF data room, HVAC installation and electrical wiring installation
- Assembly of submittal drawings (they show specifications for the project) and data informational sheets for both the County and the individual contractors to use for installation

- Once contracts are formalized, Administrator Hart anticipates delivery of submittals by 7/20. Upon acceptance, he anticipates a site kick-off meeting and deployment on 7/24. The project should be completed by November 3rd.

When asked if SMRT was using a subcontractor, Administrator Hart explained that Norris, Inc. is the contractor doing the work. Norris does have an electrician subcontractor, and also there is a building subcontractor that is building a room up above, which is where all of the IT equipment is going to go.

Major Hinkley was asked if the starting of the project will affect the County sending inmates to the Two Bridges Jail (TBJ). Major Hinkley answered that he was hoping to get new staff hired and in place to be able to bring the inmates back to the empty pod anyway. The administration has interviewed several potential applicants and a few of them have done polygraphs exams already. While it takes a while to get new employees trained, Major Hinkley expressed confidence that the closed pod could be reopened soon, hopefully by the end of July.

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

Administrator Hart explained that the project is proceeding well so far. The nature of the work is that it's very slow and labor intensive. Eric Wass of Coastal Copper & Slate is providing photographs of the work progress. Some of the photos will be included when Administrator Hart submits the final report to the Historic Preservation Commission for the grant the County received. Once Coastal Copper is done working on the copper and the joints, they'll take down the staging and then install the rubberized roof. The copper dome on the cupola is expected to be in place before the Lobster Festival, which takes place in the first week of August. Administrator Hart noted that he was pleased with the work done so far and that Coastal Copper has gone above and beyond what was required fixing some rotting wood they found that the County isn't paying them extra to fix.

3. Update on HVAC/Controls Commissioning Project.

The next meeting of Siemens Industry Inc., State, and County Representatives will be held on July 13th to go over the Automation Controls Project and other capital improvement plans regarding mechanical work. Options and costs/budgets will be discussed. Administrator Hart noted that he will provide the Commission with more information at the August Commission meeting. Commissioner Maines asked her fellow commissioners if either of them wanted to attend the meeting on the 13th. It was decided that Commissioner Parent will attend.

Commissioner Maines asked if the group will be addressing the aging courthouse chiller at the meeting. Administrator Hart said that it will be discussed. Commissioner Maines asked if the state would help pay for replacing the chiller; Administrator Hart said that he was planning to ask the State to pay the whole cost, but knows that the State won't do it. He felt that the State should at least pay 50%. One difficulty is that the County and State are on different budget years.

4. HVAC Unit at the Knox County Public Safety Building.

At the Public Safety Building on July 2nd, the radio server room and the dispatch center were overheating because the AC was not working. The radio equipment room is supposed to be at 65 degrees but it got up to about 90 degrees. The Communications Center where the dispatchers are working, and dispatch offices, were about 88 – 90 degrees. A Siemens technician was called in to check on the system to find out what the problem was. The technician made some repairs and reconfigured the unit for emergency operations running on a secondary compressor. All zones are now cooling but there is more work to be done. Administrator Hart said that he has spoken with the Service Operations Manager of Siemens, Paul Doughty, on numerous occasions to discuss options. It was agreed on July 3rd to have Siemens install a new AC split system for the Communications Center in the Public Safety Building. The new system will serve as the primary dedicated AC for dispatch. The existing multi-zone AC system will still need to be repaired to serve the other zones of the building, and will also be a redundancy, or backup, for the dispatch center. Siemens has been asked to look into warranty coverage through the makers of the current system (Daikin) since the existing damaged

HVAC unit is only five-years-old. Administrator Hart has also filed an insurance claim with the MCCA Risk Pool in case the warranty coverage request doesn't work out.

VI. Other Business

Lobster Festival TTX

EMA Director Ray Sisk was asked if he wanted to say anything about the Table Top Exercise being held at the EMA office on Wednesday. Director Sisk noted that the exercise is planned for 6 – 9 p.m. He encouraged at least one of the commissioners to attend. Commissioner Pohlman volunteered to go.

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 2:35 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on August 15, 2017.