

**KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

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

Thursday – July 25, 2013 – 5:00 p.m.

A Quarterly Budget Meeting of the Budget Committee was held on Thursday, July 25, 2013, at 5:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Roger A. Moody, District 3, and Commissioner Carol L. Maines, District 1.
Commissioners not present: Richard L. Parent, District 2.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards.

Budget Committee members present were: Committee Chair Bob Duke, Bill Jones, Lawrence Nash, Dorothy Meriwether, and Randy Stearns. *Budget Committee members not present: Henry Carey, and Ann Matlack.*

Others present: Rockland resident Stephen Carroll.

**Special Meeting – Agenda
Joint Quarterly Budget Committee Meeting
Commission Hearing Room
Thursday – July 25, 2013 – 5:00 p.m.**

- I. 5:00 Meeting Called To Order**
- II. 5:01 Approve Minutes**
 - 1. Minutes of the Quarterly Budget Meeting of May 2, 2013
- III. 5:05 Appointment to District 3 Budget Committee Seat**
- IV. 5:10 Discussion Items:**
 - 1. Review of 2nd Quarter of 2013
 - 2. Review of Current Projects Affecting the Budget
 - a. Building Projects - Courthouse
 - b. 301 Park Street
 - Public Safety Building Project
 - KRCC Simulcast Upgrade Project
 - 3. Communications Budget Approval Process
 - 4. Review Budget Calendar for 2014 Budget Process
 - 5. Other Business
- V. Adjourn**

I. Meeting Called to Order

The July 25, 2013 joint meeting of the Knox County Budget Committee and the Knox County Commission was called to order by Budget Committee Chair Bob Duke and Commission Chair Carol Maines at 5:05 p.m.

II. Approve Minutes

- 1. Quarterly Budget Committee Meeting of May 2, 2013.
Chair Bob Duke asked for a motion to approve the minutes.

- Lawrence Nash motioned to approve the minutes as presented unless there are any revisions or errors. Bill Jones seconded the motion. A vote was taken with all in favor.

III. Appointment to District 3 Budget Committee Seat

Bob Duke asked everyone to introduce themselves to Steve Carroll and to say which towns they represented.

- Dorothy Meriwether motioned to approve the appointment of Stephen Carroll to the District 3 Budget Committee seat. Randy Stearns seconded the motion. A vote was taken with all in favor (5-0).

Administrator Hart noted that Mr. Carroll's appointment would go on the agenda for the Regular Commission meeting on August 13th to be approved by the Commission. After that, Mr. Carroll will need to get sworn in by a Dedimus Justice.

IV. Discussion Items

1. Review of 2nd Quarter of 2013

Administrator Hart explained that the Administration & Information Technology expenditures line is at the level it is because the legal expenses this year are high because of the three lawsuits with the deaths from the airport crash and lawsuits from the jail, personnel issues, etc. In some cases the County has to have multiple attorneys because of who is involved and whether there are any conflicts of interest.

There was a discussion that it would be helpful to see the same year-to-date financial report for last year at this time to compare it with this year's report. It would allow the Committee to compare the reports and see how the airport is doing compared to last year. Administrator Hart noted that he could provide reports from last year for comparison at later meetings if that's what the Committee wanted to do.

There was a discussion about why the jail revenue was so low. Administrator Hart and Commissioner Moody both explained about the jail system and how the money is applied to the counties and moved around. They also explained the difficulties some counties are having working with others and the system as a whole does not seem to be working well at all.

Administrator Hart explained that the 301 Park Street building maintenance budget may have to be adjusted towards the end of the year because there wasn't enough budgeted for heating fuel. He also noted that electricity is under what was budgeted.

2. Review of Current Projects Affecting the Budget

a. Building Projects – Courthouse

One chimney was replaced and the other four fixed. This was a necessary project because they were in such bad condition. The project cost \$25,500. It was a non-budgeted expense that came out of reserve.

Nine windows are currently being replaced on the courthouse. Four of them are where the Probate judge's offices are, three are by the surveyors' offices, and there are five others being replaced. The project cost is \$55,559.84. Administrator Hart noted that there are still 53 more windows on the courthouse. If the County decided to replace all of them, it would cost about \$118,000 just for the windows (that did not include labor). He reminded the Committee that it cost \$75,000 to do the six windows in the Superior Court room because they're so large. He commented that the County has

to replace all these windows and fix the bricks now because maintenance has been put off for so many years.

The cupola on the courthouse was fixed for \$11,595. A metal cap was put around it so it won't have to be repainted later. That was the cheaper project of 2013.

The County also needs to do some exterior trim painting. A lot of that has to be redone because it's so rotten and falling off. The County didn't get a lot of bids because the painters are so far behind because of bad weather that they don't have the time to do our project. This will probably end up getting done in 2014.

b. 301 Park Street:

- Public Safety Building Project

There are a few punch-list items left on the exterior that need to be finished up. The three departments are all moved in and enjoying their new space.

- KRCC Simulcast Upgrade Project

The new system is up and running and the County is working on getting the glitches out. The system isn't accepted yet because it's still being tested and won't be until the County is happy with it.

There was a discussion of whether there would be any large-cost items in the 2014 budget for the Communications Center. A couple Committee members felt that with the Bond paying for the Simulcast upgrades and the new building that there shouldn't be any large expenditures for 2014. Administrator Hart explained that he couldn't say for certain that there wouldn't be because if shortcuts were taken with the new Simulcast system to get the project approved, then later the County will have to spend more to fix it. The towns are expecting to get a certain end product and the end users are willing to pay for certain level of services. He also stressed that technology and requirements for Communications centers change every year. To have a certain level of services, you have to be willing to pay for it. Members of the Committee commented that they hoped the end users would support their budget during the budget process and speak up at town meetings. Lawrence Nash noted that Communications Director Linwood Lothrop had come to a town meeting in Union and did a good job answering everyone's questions and explaining things.

3. Communications Budget Approval Process

Administrator Hart explained that the KRCC Executive Board and Advisory Committee have been having a lot of discussions about the By-laws. The By-Laws were revised last in September of 2008 and they're looking at re-writing them. The biggest discussion has been about who approves the budget because it's funded through user fees and not taxes. The County's legal counsel researched it and it was determined that the Budget Committee does not need to approve the Communications budget. The Executive board shall approve the Communications budget and then submit it to the County Commission for approval. The By-Laws, once changed, will go to the Commission for approval.

There was a discussion of the makeup of the Advisory Committee and Executive Board and who was appointed to both. The towns appoint people to the Advisory Committee and then the Advisory Committee selects the people for the Executive Board, which consists of 2 Fire, 2 Law Enforcement, 2 EMS, and the County EMA director.

It was discussed whether this new information meant that the Committee would not be reviewing the Communications budget this fall. Administrator Hart explained that it was up to the Commission. Commissioner Moody commented that the Commission hadn't really discussed that yet. Administrator

Hart noted that the By-Laws are being worked on and he was hoping to have a discussion with the Commission by October.

4. Review Budget Calendar for 2014 Budget Process

The draft of the budget calendar was distributed to the Budget Committee and Commission. It was noted that it was just a draft and that all dates were subject to change:

September 6, 2013	Friday		Department Heads' Operating Budgets due in to Finance Director
September 16, 2013 September 17, 2013 September 18, 2013 September 19, 2013 September 20, 2013	Monday Tuesday Wednesday Thursday Friday		Department Heads review their Budgets with Administrator & Finance Director
September 20, 2013	Friday		Formal Grant Requests due (including all necessary background info)
October 11, 2013	Friday		<i>Target date to have Budget Binder notebooks available for pick-up by the Commission and Budget Committee Members</i>
October 24, 2013	Thursday	5:00 p.m.	PUBLIC HEARING Proposed Budget Presented to Commission & Budget Committee; Commissioners submit budget to Budget Committee Budget Committee & Commissioners Review Proposed Budget
October 31, 2013	Thursday	5:00 p.m.	Budget Committee & Commissioners Review Proposed Budget
November 7, 2013	Thursday	5:00 p.m.	Budget Committee & Commissioners Review Proposed Budget
November 14, 2013	Thursday	5:00 p.m.	Budget Committee & Commissioners Review Proposed Budget
November 21, 2013 <i>November 21, 2013</i>	Thursday <i>Thursday</i>	5:00 p.m.	Budget Committee & Commissioners Review Proposed Budget Final Review and Vote on Budget Proposal <i>Public Hearing Notice Appears in Area Newspapers</i>
December 5, 2013	Tuesday	6:00 p.m.	Public Hearing - Presentation of 2013 Budget to the Public Vote by Budget Committee; Budget submitted to Commission Vote by Commission; Budget Approved
By December 31, 2013			Completed 2014 Budget submitted to the State Auditor

Commissioner Moody asked for the dates to be double-checked because he was concerned that there would not be enough time to get the notice to the newspaper for the public hearing. Administrator Hart stated that he would do so and make any necessary changes.

5. Other Business

Commissioner Re-Districting

Commissioner Moody explained about the legislature changing the towns in the commissioners' districts. Administrator Hart explained that the changes take effect January 1, 2015. The re-districting is done every ten years. The legislature didn't actually communicate with the counties when they made the changes so it has caused some problems for commissioners in other counties. He stated that he is

still trying to find out whether the redistricting was going to change the budget committee districts. The Bureau of Elections is working on that.

Right to Know Training

Administrator Hart noted that there are still three Budget Committee members who have not done this training. It was supposed to have been done within 120 days of being sworn into office at the start of the year. He stated that the training needed to be done before the formal budget process is started.

V. Adjourn

- Lawrence Nash motioned to adjourn the meeting. Bill Jones 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 6:40 p.m.

Respectfully submitted,

Candice S. Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on August 13, 2013. The Knox County Budget Committee approved these minutes at their next Budget Committee meeting held in 2013.