

# KNOX COUNTY COMMISSION

## Regular Meeting

Tuesday – July 9, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, July 9, 2013, 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, Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, Chief Deputy Tim Carroll (*left at 2:34 p.m.*), Jail Administrator John Hinkley (*left at 2:34 p.m.*), and Sheriff Donna Dennison (*left at 2:34 p.m.*).

Others in attendance: Steve Betts of the *Bangor Daily News* (*left at 2:49 p.m.*)

### Regular Meeting – Agenda Tuesday – July 9, 2013 – 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 11, 2013.
    - iii. Monthly Written Departmental Reports.
    - iv. Reserve Withdrawals.
    - v. Budget Line Transfers.
- IV. 2:20 Action Items**
  1. Act to Approve Expenditure of State Forfeiture Funds to Purchase a Multi-Use Utility Trailer.
  2. Act to Award Bid for Knox County Jail Food Services.
  3. Act to Award Bid for Knox County Courthouse Exterior Trim Painting
  4. Act to Award Bid for LaChance Property Drainage Improvements.
  5. Act to Authorize the County Administrator to Approve and Execute an Agreement with Enterprise Rent-A-Car to Operate On-Site at the Airport.
  6. Act to Approve Knox County Addressing Ordinance.
  7. Act to Appoint One (1) Knox County Representative to the Mid-Coast Economic Development District (MCEDD) General Assembly.
- V. 3:00 Discussion Items**
  1. Discussion of the Knox County Emergency Operations Plan.
  2. 2014 Health Insurance – Plan Structure Options.
- VI. 3:10 Other Business**
- VII. 3:15 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 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 11, 2013.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

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

Commissioner Moody asked if negotiations were still going on with the three property owners for the avigation easements. He asked if the Commission would still hold the public hearing on July 25<sup>th</sup> if the easements were all signed before then. Airport Manager Jeff Northgraves explained that it was possible that one landowner may sign an easement before the scheduled hearing, but he felt it was unlikely that the other two would. He added that if by some chance all three landowners signed their easements, it would be unnecessary to continue the rest of the process, including the hearing.

Commissioner Maines asked Finance Director Kathy Robinson about the payment listed as overdue on her report for “2012 lease, electricity, insurance”. She asked if the person had still not paid. Director Robinson responded that the County had just got another payment. Commissioner Maines then asked what happens if someone never pays at all. Airport Manager Northgraves explained that the County has a clause in the lease that the tenant can be booted and the County can re-sell the hangar and whatever’s been left in the hangar in order to recoup the losses. He added that the County has never gotten to that stage, though.

Commissioner Maines asked about Blue Yonder’s late rent payments. Director Robinson noted that the owners are getting caught up on their rent.

Commissioner Maines asked EMA Director Ray Sisk when the Lobster Festival tabletop exercise was taking place. Director Sisk replied that it was tonight and that all commissioners were invited. The exercise is taking place at the EMA offices. When asked about what scenarios were being used during the tabletop exercise, Director Sisk said that there is a weather scenario, ride scenario, and an LP gas leak. The scenarios will help everyone figure out if there needs to be any changes made before the festival actually starts. There has been very good attendance from all agencies and Rockland participants.

- A vote was taken with all in favor.

**2013 Reserve Withdrawals:**

Airport Computer	461608-14600	\$132.35
Legal Expense	200008-12650	\$3,589.49
Sheriff’s Vehicles	200008-12770	\$14,595.00
	Total	\$18,316.84

**2013 Reserve Withdrawals:**

Legal Expense	200008-12650	\$20,855.80
	Total	\$20,855.80

#### IV. Action Items

1. Act to Approve Expenditure of State Forfeiture Funds to Purchase a Multi-Use Utility Trailer.

Chief Deputy Tim Carroll explained that the Sheriff's Department had received a grant of \$5,000 from MEMA to be used to purchase a multi-use utility trailer. To buy a trailer the size the Sheriff's Department needs costs more than \$5,000. After doing cost comparisons, Chief Deputy Carroll had picked out a trailer that would require another \$4,000 of the State Forfeiture funds to cover the difference. The Sheriff's Department has been using a 4-wheeler in the woods and in parades and it needs a place to be stored. The department also currently has storage at people's houses that this trailer would be useful for. It would also give department staff a place to get in under cover when on the scene of an incident and use it as a command center. Chief Deputy Carroll explained that EMA Director Ray Sisk had checked with MEMA about them giving the County a trailer, but rather than doing that, MEMA offered the County a \$5,000 grant to go buy one. The money from the grant has to be used by July 31<sup>st</sup>. It's a 16-foot box trailer and it will have insulated walls and be able to hold the 4-wheeler and other equipment. It has both a ramp door and an access door, but no windows. Sheriff Dennison commented that the trailer will be wired for electricity and have both heat and AC. She added that a window can always be put in later.

- A motion was made by Commissioner Richard Parent to authorize the Sheriff's Department to spend \$4,000 of State Forfeiture Funds to purchase a multi-use utility trailer. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. Act to Award Bid for Knox County Jail Food Services.

Administrator Hart explained that Requests for Proposals were emailed out to three Correctional Food Service vendors. Only one vendor, Aramark, attended the mandatory pre-bid meeting, so Aramark was the only vendor allowed to bid. Aramark submitted a bid, which was opened on July 5<sup>th</sup>. There aren't a lot of "local" companies; Aramark was the closest of the three vendors with an office in Pennsylvania. Aramark provides Correctional Food Services for the jails in Kennebec County, York County, and at the Two Bridges Jail. Administrator Hart stated that he had spoken with the Major and the Sheriff yesterday about the bid but there was still a lot to go through. He asked for authorization to award it if that seems the appropriate choice, rather than waiting for the August meeting for the Commission to award the bid. He noted that the County could potentially see a savings but that he won't know until the whole document could be reviewed. It might not make sense to award the bid; it's still possible that it would be cheaper to continue operating food services as the County has already been doing, which is running it with County employees. He added that he hoped to have written in the contract that Aramark take on the County employees working in the kitchen.

Major Hinkley explained that Aramark would still utilize the gardens and chicken eggs like the County staff currently does. They would also still have two or three inmates working in the kitchen. He noted that it appeared to him that contracting out to Aramark will save money because Aramark buys massive quantities of product since they handle services for hospitals, corrections facilities, schools, etc. all over the country, including facilities in Maine. He said that he had spoken with other jails using Aramark and was told that they are happy with Aramark and are saving money. Currently the jail gets its food through the State contract with Sysco and through some other vendors as well. There is not any requirement for Aramark to take on the County employees currently working in the Jail kitchen, but it is hoped that they will.

Both Major Hinkley and Administrator Hart expressed some concerns that if this proposal would save the County money but the County chose not to accept the bid, then the County could have some difficulties with the Board of Corrections later for not taking the opportunity to save money. The Major also noted that if the County doesn't find more ways to save money, more corrections officers may have to be laid off.

The commissioners discussed possibly meeting at a later date to vote on awarding the bid after the Sheriff, Major, and County Administrator had been able to fully review the proposal, but decided to authorize the Administrator to negotiate with Aramark and to sign the contract if it was deemed that the proposal would save the County money.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to negotiate with Aramark and to sign the contract. The motion was seconded by Commissioner Roger Moody. A vote was taken with two in favor (Moody, Parent) and one opposed (Maines).

3. Act to Award Bid for Knox County Courthouse Exterior Trim Painting.

The Administrative Office sent out a Request for Proposals on June 3<sup>rd</sup> to three vendors. Only one vendor, Knox County Painters out of Camden, attended the mandatory pre-bid meeting on June 18<sup>th</sup> so that vendor was the only one allowed to bid. Knox County Painters did submit a proposal but did not meet several of the RFP requirements; therefore, the proposal was rejected. The RFP was sent out a second time but the bids would not have been received in time for this Commission meeting.

Administrator Hart suggested putting this on the July 25<sup>th</sup> agenda as an update. He explained that he may end up just going out to bid for this next year because it's entirely possible the County may not receive any bids the second time either. He added that he was concerned that there won't be enough time for a vendor to do a good job or in the time that's left in the season.

- A motion was made by Commissioner Richard Parent to table this agenda item until the August meeting. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

4. Act to Award Bid for LaChance Property Drainage Improvements.

Administrator Hart explained that this is related to the Benner Hill project in the Communications Upgrades. The Administrative Office sent out a Request for Proposals on May 31<sup>st</sup> to 4 vendors. Three vendors attended the mandatory pre-bid meeting. All three vendors submitted bids, which were opened on June 26<sup>th</sup>. Two of the bids were incomplete because they hadn't followed the requirements of the RFP. The third bid was complete, but was twice the amount that had been budgeted, so all three bids were rejected. The RFP was sent out a second time that same day, with bids due back in on June 28<sup>th</sup>. This time the County received two bids by the deadline. One of the two bids was still incomplete, but the other bid was the lowest bidder anyway. Administrator Hart recommend awarding the bid to Farley & Son, Inc. with a bid total of \$9,835.31. This will be funded from the Communications operating budget.

- A motion was made by Commissioner Roger Moody to award the bid for the LaChance Property Drainage Improvements to Farley & Son, Inc. for a bid total of \$9,835.31. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Authorize the County Administrator to Approve and Execute an Agreement with Enterprise Rent-A-Car to Operate On-Site at the Airport.

Airport Manager Jeff Northgraves explained that Enterprise Rent-a-Car does not currently have a location operating in the airport. County Attorney Peter Marchesi has added a lot to the agreement and made changes. Manager Northgraves said that he was willing to let Enterprise operate out of the airport rent free for a year to test the waters and see how things go. If it works out, Enterprise will be charged rent fees in future years. Enterprise will, however, still be paying a concession fee of 6% of all gross revenue generated through the airport. Enterprise has accepted the County's changes/updates/edits to the agreement and are ready to begin operating from the terminal before the end of July.

- A motion was made by Commissioner Richard Parent to authorize the County Administrator to approve and execute an agreement with Enterprise Rent-A-Car to operate on-site at the Airport. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

6. Act to Approve Knox County Addressing Ordinance.

Administrator Hart gave a brief history of this discussion at prior meetings. He explained that he had met with Communications Director Linwood Lothrop and EMA Director Ray Sisk on June 20<sup>th</sup> to work on a draft of the Addressing Ordinance for the Unorganized Territory of Criehaven. The ordinance was drafted using the State model, Somerset County's model, and also with some suggestions by Bob White, Spatial Database Manager of the Emergency Services Communications Bureau. Administrator Hart asked the Commission to appoint Director Lothrop as the 911 Addressing Officer.

- A motion was made by Commissioner Richard Parent to approve the Knox County Addressing Ordinance. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Moody asked if this ordinance would apply to the Muscle Ridge Islands since they are now listed under the County in his district. Administrator Hart explained that the ordinance covers unorganized territories so it would also apply to the Mussel Ridge Islands.

- A motion was made by Commissioner Roger Moody to appoint Communications Director Linwood Lothrop as the 911 Addressing Officer. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

7. Act to Appoint One (1) Knox County Representative to the Mid-Coast Economic Development District (MCEDD) General Assembly.

At the Regular Commission Meeting in May, the Commission appointed Commissioner Moody to one of the two seats on the General Assembly. The County still needed a second individual to fill the second. Administrator Hart explained that he had contacted The First because they're involved quite a bit in the Maine Municipal Association and MCEDD. He then received an e-mail from Stephen Staples of The First, who is willing to serve as the second Knox County Representative to the MCEDD General Assembly.

- A motion was made by Commissioner Richard Parent to appoint Stephen Staples of the First to serve as the second Knox County Representative to the MCEDD General Assembly. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

## V. Discussion Items

1. Discussion of the Knox County Emergency Operations Plan.

EMA Director Ray Sisk gave a very brief overview of the Operations Plan and its history. The County is required by its participation in the National Incident Management System (NIMS). The last full Operations Plan was done in 2005. Since then, the County has made updates to the plan but Director Sisk explained that he would like to completely reissue the plan in a cleaner, more streamlined format.

Director Sisk asked to schedule a work session with the Commission to allow a thorough overview of the Emergency Operations Plan. The Commission discussed some dates and times. The work session would likely last a couple hours.

The work session was set for July 26<sup>th</sup> at 1:00 p.m.

2. 2014 Health Insurance – Plan Structure Options.

Administrator Hart, Finance Director Robinson, and HR Representative Laurie Bouchard each explained various aspects of the research that had been done. Some employers are electing to increase plan deductibles and use Health Reimbursement Arrangements to "stand in" for the increased deductibles if the employee needs the benefit. This is a risk because if the County were to go in this direction and every employee maxed out the family deductible, costs would increase. However, using

the law of averages, the County could save over time. In the first few years, assuming savings occur, the savings could be set aside to "insure" the risk of a bad year down the road. Finance Director Kathy Robinson had spent a significant amount of time meeting with the Health Trust and other health companies and doing research.

Director Robinson said that biggest challenge is going out to bid because of the County's claim ratio makes the County not attractive as a group. The Health Trust is the best option at this point because the County is pooled with other customers using the Health Trust. The impact would be minimal to employees. They wouldn't be responsible for any higher a deductible than what they pay now but their co-pay at doctor's offices would potentially be \$5 to \$10 and emergency room visits would now be \$50.

- |                        |  |
|------------------------|--|
| POS 200 – Current Plan | <ul style="list-style-type: none"> <li>• \$200 deductible for individual</li> <li>• \$400 deductible for family</li> </ul>   |
| PPO 500                | <ul style="list-style-type: none"> <li>• \$500 deductible for individual (<i>individual would still only be responsible for \$200; the County would cover the other \$300</i>)</li> <li>• \$1,000 deductible for family (<i>family would only be responsible for \$400; the County would cover the other \$600</i>)</li> </ul>     |
| PPO 1000               | <ul style="list-style-type: none"> <li>• \$1,000 deductible for individual (<i>individual would still only be responsible for \$200; the County would cover the other \$800</i>)</li> <li>• \$1,000 deductible for family (<i>family would only be responsible for \$400; the County would cover the other \$1,600</i>)</li> </ul> |

Commissioner Moody asked about how this would be budgeted in 2014. Director Robinson explained that it depends on how the Commission wanted to approach it, but she felt that the County could budget conservatively. The County doesn't need to budget 100% since that's the worst case scenario. She suggested maybe budgeting at 75% even though she thought it unlikely that the County would end up paying that much out either.

Director Robinson noted that the County would have meetings in September and October with the employees to review their rates with them. The overall the plan will essentially be the same for the employee; their monthly rate goes down but co-pays at the doctor's office go up.

Commissioner Parent asked if the Commission was being asked to make a decision even though the agenda item was just a discussion item. Director Robinson responded that she and Administrator Hart would get a contract together at the PPO 500 level if that's what the Commission was comfortable with, and then bring that back at a later meeting. The commissioners were all comfortable with the 500.

## VI. Other Business

### Public Hearing

July 25<sup>th</sup> at 9 a.m. starting in the Commission Hearing Room.

### Communications Project

Testing is scheduled to start tomorrow. Active Communications will have three of their employees with some users who will focus on the Friendship / Owls Head area and Camden, which has had some issues too. Bruce Marcus was the engineer for this project and he and Communications Director Linwood Lothrop both feel pretty positive about the project.

### Departmental Spending

The departments have been asked to hold off spending as much as possible because the County has already spent the money from the Tax Anticipation Note. Finance Director Robinson stated that the County has

never been this tight before. The amount the County can request for the TAN is based on a formula which takes into account past spending trends, etc. She added that she had asked Andy to send that email to department managers because she was concerned that the County won't have the revenue coming in as fast as it's needed. Dispatch fees are usually coming in during the month of September and taxes in November.

Commissioner Redistricting

Administrator Hart stated that LD5057 was signed by the governor on June 14<sup>th</sup>. Laws go into effect 90 days after when the legislature adjourns but the legislature hasn't adjourned yet. The re-districting doesn't really change until January 1, 2015.

	DISTRICT	CURRENT:	(2010 Census) POPULATION:	PROPOSED:	(2010 Census) POPULATION:	Difference in Population
<b>Carol</b>	<b>1</b>	Owls Head	1,580	Owls Head	1,580	
<b>Maines</b>		Rockland	7,297	Rockland	7,297	
		Rockport	3,330	Thomaston	2,781	
		South Thomaston	1,558	South Thomaston	1,558	
		TOTAL:	13,765	TOTAL:	13,216	-549
<b>Rick</b>	<b>2</b>	Cushing	1,534	Cushing	1,534	
<b>Parent</b>		Friendship	1,152	Friendship	1,152	
		St. George	2,591	St. George	2,591	
		Thomaston	2,781	Union	2,259	
		Warren	4,751	Washington	1,527	
		TOTAL:	12,809	Warren	4,751	
				TOTAL:	13,814	+1,005
<b>Roger</b>	<b>3</b>	Appleton	1,316	Appleton	1,316	
<b>Moody</b>		Camden	4,850	Camden	4,850	
		Hope	1,536	Hope	1,536	
		Isle Au Haut	73	Isle Au Haut	73	
		Matinicus	51	Matinicus	51	
		North Haven	355	North Haven	355	
		Union	2,259	Rockport	3,330	
		Vinalhaven	1,165	Vinalhaven	1,165	
		Washington	1,527	UT - Criehaven	1	
		UT - Criehaven	1	UT - Muscle Ridge Islands	0	
		TOTAL:	13,133	TOTAL:	12,677	-456

Administrator Hart commented that the confusing part for him is that the Budget Committee is divided partially after the Commission districts. There are 8 Budget Committee districts. There are only two counties that still elect their budget committee – in every other county the committee members are appointed. He said that he was sending a chart to the elections office to try to figure this out. He noted some frustration with the fact that the legislature didn't even communicate this to the counties. In Sagadahoc, one of the commissioner's home town isn't even one of his towns to cover anymore. There was no communication before the governor signed it.

Farnsworth Museum Grant

Commissioner Maines said that she had received a letter from the Farnsworth regarding the grant that the Commission had previously written a letter in support of. The Farnsworth didn't get the grant but thanked the Commission for the support.

**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 to 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 4:44 p.m.

**VIII. Adjourn**

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

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on August 13, 2012.**