

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – August 11, 2020 – 2:00 P.M.

The Regular Meeting of the Knox County Commission was held on Tuesday, August 11, 2020, at 2:01 P.M., via Google Meets conference call, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, 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 Wendy Galvin, Sheriff Tim Carroll, Systems Administrator Mike Dean, EMA Director Ray Sisk, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Communications Director Robert Coombs, Maintenance Manager Jim Hagan and Prosecutorial Assistant/Investigator Shane Riley.

Absent: Register of Probate Elaine Hallett, Register of Deeds Maddy Cole and Interim Jail Administrator Bob Wood

Regular Meeting – Agenda

Tuesday – August 11, 2020 – 2:01 P.M.

- I. 2:00 Meeting Called to Order**
- II. 2:01 Presentation:** Sheriff’s Office/Knox County – Certificate of Appreciation.
- III. 2:05 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- IV. 2:06 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 July14, 2020.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- V. 2:10 Action Items**
 - Act to Award the Bid for the Knox County Public Safety Building Drainage Improvement Project.
 - Act to Award the Bid for the Knox County Public Safety Building Vinyl Floor Tile Replacement Project.
 - Act to Award the Bid for One (1) New Tractor for Use by the Airport.
 - Act to Authorize the County Administrator to Seek Request for Proposals to Establish a Solar Energy Generation Project at the Knox County Regional Airport.
 - Act to Approve the APAC’s Recommendation to Designate Stantec as the County’s Airport Engineering Consultant for all CARES Act Projects for a Four (4) Year Period.
 - Act on a Request on Behalf of the Department of Agriculture, Conservation, and Forestry (DACF) to Strike an Offensive Place Name Pursuant to Title 1 Section 1104 et sec.
- VI. 2:30 Discussion Items**
 1. Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.
 2. Update on the Jail HVAC Project.
 3. Update on Airport HVAC Project
 4. Discussion of Presentation by the Auditor of the 2019 Knox County Audit
 5. Other
- VII. 2:45 Other Business**

VIII. 2:46 Executive Session

1. Convene in Executive Session for Discussion or Consideration of the Condition, Acquisition or the use of Real or Personal Property Permanently Pursuant to 1 M.R.S.A. §405(6)(C).

IX. Adjourn**I. Meeting Called to Order**

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:01 P.M.

II. Presentation: Sheriff's Office/Knox County – Certificate of Appreciation.

- A gathering at the Jail to acknowledge Bruce Sheaff's retirement will be held on Thursday, August 14th, and the Certificate of Appreciation will be presented at that time.

III. Public Comment

Chair, Commissioner Pohlman asked if there was any Public comment.
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 July 14, 2020.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Meriwether to approve the Consent Items as presented with the exception of the July 14, 2020 Minutes and Reserve Withdrawals. The July 14, 2020 Minutes will be on the September 8th Meeting Agenda. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

V. Action Items**1. Act to Award the Bid for the Knox County Public Safety Building Drainage Improvement Project.**

Gartley and Dorsky Engineering & Surveying put the attached contract documents and specifications together and placed this out for Request for Proposals (RFP) to bid to 7 local contractors. The drainage improvements include but are not limited to the removal and replacement of under drains along the western and southern perimeter of the existing building, along the existing bollards to the south of the existing bollards, and loaming and seeding all disturbed area. The bids were due on Thursday August 6th at 2:00 PM. We received back 2 bids. They were Farley, Inc. and Rhino Services, LLC. I have enclosed the bid results and I am recommending awarding the bid to Rhino Services LLC in the amount of \$31,860.00.

- *A motion was made by Commissioner Parent to Award the Bid for the Knox County Public Safety Building Drainage Improvement Project to Rhino Services, LLC. in the amount of \$31,860.00. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. Act to Award the Bid for the Knox County Public Safety Building Vinyl Floor Tile Replacement Project.

Request for Proposals for removal of the existing tile flooring on the Sheriff's Office and EMA Office Spaces were sent out to 5 flooring contractors. Bids were due back on Wednesday August 5th. We received back 1 bid from Floor Magic in the amount of \$89,301.22. I am recommending awarding the bid to Floor Magic.

- *A motion was made by Commissioner Meriwether to Award the Bid for the Knox County Public Safety Building Vinyl Floor Tile Replacement Project to Floor Magic in the amount of \$89,301.22. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Award the Bid for One (1) New Tractor for Use by the Airport.**

Request for Proposals were sent to 4 tractor dealerships. Bids were due back on Monday July 27th. We received back 2 bids. Administrator Hart is recommending awarding the bid to Union Farm Equipment in the amount of \$59,190.00. Jeremy Shaw, Airport Manager will be able to answer any questions the Commission has.

- *A motion was made by Commissioner Meriwether to Award the Bid for One (1) New Tractor for Use by the Airport to Union Farm Equipment in the amount of \$59,190.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. **Act to Authorize the County Administrator to Seek Request for Proposals to Establish a Solar Energy Generation Project at the Knox County Regional Airport.**

Administrator Hart attached a proposed draft Request for Proposals (RFP) that we have worked on with James Katsiaficas and is now being reviewed by Stantec. We are requesting approval of the Commission to move forward with sending out a similar RFP as is being provided here. During the planning phase of the usage of the CARES Act funding, it was discovered that we could use to funds to generate income at the airport. Upon further research, it was revealed that we could generate approximately \$700,000 annually in additional revenue for the Airport. It makes the Airport exponentially more financially sustainable, and reduces the financial burden to the local communities to nothing. After being required by the FAA to re-bid for consultants, that process is now complete and we can now put out the Request for Proposals to select a developer. The Airport intends to produce electricity to generate revenue from unused portions of the Airport.

- *A motion was made by Commissioner Parent to Authorize the County Administrator to Seek Request for Proposals to Establish a Solar Energy Generation Project at the Knox County Regional Airport. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. **Act to Approve the APAC's Recommendation to Designate Stantec as the County's Airport Engineering Consultant for all CARES Act Projects for a Four (4) Year Period.**

The FAA requested that the Airport select a Consultant that was qualified to accomplish projects that the Airport identified that they intended to accomplish with the \$17.9 Million dollars of CARES Act funding. In March of 2020, the Airport was the recipient of \$17.9 million dollars through the CARES Act. After initial planning of how the Airport intended on using those funds, the FAA determined the some of the projects listed were not on the Airport's 5-year Capital Improvement Plan, and they would require their own selection process. After the Request for Qualifications was issued, 5 firms submitted Statements of Qualifications; Stantec, Hoyle and Tanner, Gayle, Aviest, and Dubois and King. After a discussion on the possibility of hiring multiple consultant firms because of the aggressive amount of projects the Airport intended to undertake, the selection Committee elected to have only one firm provide engineering services to the Airport. They have recommended for your approval, the selection of Stantec Consulting Services to remain the Airport's only engineering firm.

- *A motion was made by Commissioner Parent to Act to Approve the APAC's Recommendation to Designate Stantec as the County's Airport Engineering Consultant for all CARES Act Projects for a Four (4) Year Period. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. **Act on a Request on Behalf of the Department of Agriculture, Conservation, and Forestry (DACF) to Strike an Offensive Place Name Pursuant to Title 1, Section 1104 et sec.**

Act to Strike and Offensive Place Name

The Commission is being asked to approve striking an offensive name place listed in Title 1 MRSA Section 1104 et sec. by removing the name of Old Squaw from the Maine Island # 63-433, Muscle Ridge Shoals Township (TWP). Administrator Hart has been in touch with Strout & Payson who represented the Estate of Elizabeth R. Scammon who died in 2005. Strout & Payson is now reaching out to Mildred S. Burch and Winslow E. Burch, who are now the owners of the island to see if they have a name they wish to have the Commissioners change the island name to. While we are awaiting a possible name from the owner and contact with the owner through Strout & Payson, Administrator Hart would ask the Commission to approve removing the name Old Squaw at this meeting and to consider a new name for the island at a future meeting in September 2020.

- *A motion was made by Commissioner Parent to Act on a Request on Behalf of the Department of Agriculture, Conservation, and Forestry (DACF) to Strike an Offensive Place Name pursuant to Title 1, Section 1104 et sec. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

VI. Discussion Items

1. **Discussion of the Interlocal Agreement Between the Count of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.**

Administrator Hart attached the Town of Owls Head's proposed Interlocal Agreement draft. This was presented to Jeremy at the Owls Head Board of Selectmen's Meeting on Monday August 3rd. They are essentially 3 items that they are proposing. The first is an additional Town resident to be on the Joint Board. The second is a review and approval process for expansions with a majority approval required; denial may be overruled by presentation of a statement of perceived need by the Federal Aviation Administration under the Part 77 federal regulations. Third, incorporating a Public Hearing into the Joint Board process (where a public hearing would be required as a part of any expansion project anyway). This does add another unnecessary Public meeting. Administrator Hart would like to discuss with the Commission of having the Airport Manager be ex-officio and not a voting member of the Board, similar to how the Communications Director is ex-officio to the KRCC Executive Board. Administrator Hart also would like to see about having an Airport FBO member on the Joint Board and not a 2nd Owls Head representative, and finally that the Joint Board would review any land use ordinance changes considered by the Town of Owls Head that may affect the Airport.

- Airport Manager Shaw added his thought was that he liked the initial Agreement. He went to Planning Board Meeting last night. He's sorry to say, the Town of Owls Head was not going to put forth members on the Board that were going to be fair and objective. At this point he will stay silent because this Agreement is really between the Commissioners and the Town of Owls Head. Essentially, after last night's meeting this year's AIP project will be canceled because of some arbitrary changes that were made back in the 80's that were done specifically to prohibit growth of the Airport in certain areas. One of his biggest goals is to have a good relationship with the Town, to reestablish that relationship. He struggles with how the Board should be weighted because he's concerned that if we give the Town more weight then it will be like a "blank check" to prohibit any type of development at the Airport. Airport Manager Shaw believes we have put forth a great effort to have a collaborative working relationship with the Town, but mentally he's not a firm believer that we will have a successful relationship with this Agreement.
- Commissioner Parent stated that he believes the following statement from the Agreement was removed: "Any Administrative functions that may be required by the local Agreement shall be the responsibility of the Knox County Commissioners and the Selectmen of Owls Head."

- Administrator Hart stated that now they are asking for two Town residents which would be appointed by the Board of Selectmen, so the Commissioners wouldn't have any say in that at all. I have to agree with the Airport Manager, I think we have put a good document together and we feel that its getting a little watered down, and not to the benefit of the Airport.
- Commissioner Meriwether wants to give credit to the Airport Manager as he has bent over backward to do what he can to create a cooperative relationship with Town. This is a very difficult situation. I do not believe the Commission should give up its authority, and turn its entire Administrative Authority over to the Joint Board. I personally think it should be made up of 5 or 7 people that all have an interest in the best solutions for the Community and the Airport. This should not be adversarial.
- Commissioner Parent stated the Commission should have the final authority to accept or reject any and all changes. The Airport is in Owls Head, but it's a "County" Airport.
- Commissioner Pohlman agrees.

2. Update on Jail HVAC Project.

- Administrator Hart stated work on the HVAC is still ongoing. Things are better, they are not perfect, but they've been operating well for the last two weeks. We are looking at what the next options are and how we can fund it.

3. Update on Airport HVAC Project.

- There is not a lot to add at this time. We are still waiting until October to move forward. We had a discussion with FAA and Administrator Hart and Airport Manager Shaw need to write a letter to them.

4. Discussion of Presentation by the Auditor of the 2019 Knox County Audit.

Last year, the auditor attended the Commission Meeting on September 14, 2019 to present the 2019 Knox County Audit. The auditor does this at the same time they are conducting the audit with the City of Rockland. The auditor did confirm with me that they are scheduled to be in Rockland the week of September 14th. Just need to discuss a date and time to schedule this so Administrator Hart can confirm with the Auditor.

- Administrator Hart reached out to the Auditors and they are available Wednesday, September 16th, Thursday, September 17th or Friday, September 18th in the morning only.
- Commissioners chose Friday, September 18th and stated that either 9 or 10 would work.
- Administrator Hart will contact the Auditors and give the date of September 18th and will let them decide on the time.
- Commissioners asked for this to be a Zoom/Google meeting. Administrator Hart stated he would ask the Auditors for that type of meeting.

• Other

- Commissioner Meriwether thanked Director Coombs for his Department's hard work. She wanted to congratulate Melissa Olson for 18 years of service.
- Commissioner Meriwether thanked Ray for all the hard & amazing work the EMA office has provided.
- Commissioner Meriwether said she got comments from the Budget Committee asking what EMA does. Could Ray send his reports to the Budget Committee so they can see what's going on? Director Sisk stated yes he could send them his report.
- Administrator Hart stated that before the pandemic he reached out to the Budget Committee to go to different Department Managers to get more information, and physically be there and see how things work on a daily basis.
- Director Sisk stated that help is still needed for the August 18th food distribution.
- Commissioner Meriwether asked when we would see the COVID-19 reimbursements.

- Director Sisk stated it would be some time before we receive any reimbursements because we are competing with 3,000 other Counties for the same reimbursement.
- Mike Dean offered to help any of the Budget Committee Members with getting logged in and whatever they needed when they had to go on to the Google Meets call. Some were having issues on their first meeting.
- Commissioner Pohlman asked if any Department Manager that was on the call would like to give an update:
 - **Sheriff:** Stated they are pretty busy, the crimes have been more serious, in one weekend there was two (2) Assaults and one (1) was bumped to Attempted Murder, and the other may be as well. When COVID first broke out they had the Jail Inmates down to around 30. Now the Jail Inmate number has rose to approximately 45. We currently have the “un-funding” part of Vinalhaven, at some point we should be back on track with them. The Deputy that’s assigned out there is being deployed for a few months, so that is making things hard. The need for a small boat is a desperate plea. We have to be able to provide something for solid transportation.

VII. Other Business

- Commissioner Pohlman asked Airport Manager Shaw if he could provide updates from the bi-weekly meetings with FAA on all of the CARES projects. She said he invited Commissioners to attend the meetings with FAA via Zoom. These meetings are every other Monday at 1:00P.M. Currently Administrator Hart, Airport Manager Shaw, Finance Director Robinson, and Stantec attend these meetings.
- Commissioner Pohlman asked can any funding be allocated to help fund airstrips – Airport Manager Shaw stated the answer is no because of FAA restrictions.

VIII. Executive Session

1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(EA).
 - *A motion was made by Commissioner Pohlman to go into Executive Session Pursuant to 1 M.R.S.A. §405(6)(C). The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

The executive session convened at 4:00 P.M.
The executive session concluded at 4:27 P.M.

IX. Adjourn

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

The regular meeting adjourned at 5:28 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on September 8, 2020.