

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – August 13, 2019 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, August 13, 2019, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2. (**Absent:** Sharyn L. Pohlman, Commissioner District #3.)

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, EMA Director Ray Sisk and Finance Director Kathy Robinson.

Others in attendance: None

Regular Meeting – Agenda **Tuesday – August 13, 2019 – 2:00 P.M.**

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. 2:05 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 9, 2019.
 - iii. Minutes of Special Commission Meeting of July 19, 2019.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.

IV. 2:10 Action Items

- Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #9 Lease From James Rutland to Mitch Kaplan.
- Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #14 Lease From James Rutland to Mitch Kaplan.
- Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #50 Lease From Mike Cranson to Douglas Kahn.
- Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar # 51 Lease From Mike Cranson to Jeremy & Kate Shaw.
- Act to Approve the Revised Deputy Communications Director Job Description.
- Act to Approve the Revised County of Knox Manager Handbook.
- Act to Approve Date & Time for 2020 Budget Review with the Commission.
- Act to Approve 2020 Budget Process Calendar.
- Act to Approve List of Program Grants to be Invited to Request Funding in the County’s 2020 Budget.

V. 2:35 Discussion Items

1. Update on Jail HVAC Project.
2. Update on Courthouse HVAC Project.
3. Update on Airport HVAC Project.

VI. 2:45 Other Business

VII. Adjourn

I. Meeting Called to Order:

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

II. Public Comment:

Commissioner Parent asked for public comment:
None

III. Consent Items:

1. Approve Consent Items as Presented:

- vi. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- vii. Minutes of Regular Commission Meeting of July 9, 2019.
- viii. Minutes of Special Commission Meeting of July 19, 2019.
- ix. Monthly Written Departmental Reports.
- x. Reserve Withdrawals.

- *A motion was made by Commissioner Meriwether to approve the Consent Items as presented. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

IV. Action Items:1. Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring Hangar #9 Lease From James Rutland to Mitch Kaplan.

Each of these privately owned hangars have been sold to the new lessees. The required reassignment of the land leases, associated with each hangar, needs to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring Hangar #9 Lease From James Rutland to Mitch Kaplan. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

2. Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #14 Lease From James Rutland to Mitch Kaplan.

Each of these privately owned hangars have been sold to the new lessees. The required reassignment of the land leases, associated with each hangar, needs to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #14 Lease From James Rutland to Mitch Kaplan. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

3. Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar # 50 Lease From Mike Cranson to Douglas Kahn.

Each of these privately owned hangars have been sold to the new lessees. The required reassignment of the land leases, associated with each hangar, needs to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #50 Lease From Mike Cranson to Douglas Kahn. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

4. Act to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #51 Lease From Mike Cranson to Jeremy & Kate Shaw.

Each of these privately owned hangars have been sold to the new lessees. The required reassignment of the land leases, associated with each hangar, needs to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Approve and Authorize the Chair to Sign the ‘Consent and Assignment’ Transferring the Hangar #51 Lease From Mike Cranson to Jeremy & Kate Shaw. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

5. Act to Approve the Revised Deputy Communications Director Job Description.

An updated and marked-up copy of the job description for the Deputy Communications Director was distributed to the Commissioners. This position had the “temporary full-time” designation removed 2 years ago, but the job description was not updated. The qualifications which include “experience” and “skill requirements” have been updated. This change was discussed with Communication Director Lothrop and was agreed that the red underline is what is needed for this position.

 - *A motion was made by Commissioner Meriwether to Act to Approve the Revised Deputy Communications Director Job Description. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
6. Act to Approve the Revised County of Knox Manager Handbook.

The Commission approved the original version of the County of Knox Manager Handbook on June 14, 2016 and was effective July 1, 2016. This is the first revision of this document since the initial adoption. Administrator Hart enclosed a memo which explains the primary changes. This will be a document that will change over time with updates and modified forms, etc.

 - Commissioner Meriwether was unclear on a part of the wording and spoke with Administrator Hart to have it defined.
 - *A motion was made by Commissioner Meriwether to Act to Approve the Revised County of Knox Manager Handbook. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
7. Act to Approve Date & Time for 2020 Budget Review with the Commission.

Administrator Hart is proposing that the Commission meet to review the 2020 Budget draft with the Department Managers on Friday, September 27, 2020 @ 9:00 A.M. Department Managers are scheduled to meet with Administrator Hart and Finance Director Robinson for an initial review of the 2020 Budget the week of September 16-20, 2019.

 - *A motion was made by Commissioner Meriwether to Act to Approve Date & Time for 2020 Budget Review with the Commission. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
8. Act to Approve 2020 Budget Process Calendar.

Administrator Hart will discuss with the Commission the scheduling of reviewing Program Grant Budget requests as part of the 2020 Budget process. A proposed 2020 Budget Review Sessions Schedule as this document is still being finalized, and the Department Managers were asked to hold these dates and times on their calendar while this is being worked on.

 - *A motion was made by Commissioner Meriwether to Act to Approve 2020 Budget Process Calendar. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
9. Act to Approve List of Program Grants to be Invited to Request Funding in the County’s 2020 Budget.

The Commission decided in 2016 to only send invitations to Mid-Coast Regional Planning Commission, MCEDD, the Knox-Lincoln Soil & Water, and Knox-Lincoln Counties Extension Service for the 2017 budget process (*invitations were not sent to Time & Tide RC&D or Restorative Justice, same as the year prior*). The Commission will need to decide which organizations will receive invitations for the 2020 budget process. For the 2019 budget, the Commission voted to send invitations to the following:

 - Knox Lincoln Soil & Water Conservation District (KLSWCD)
 - Mid-Coast Regional Planning Commission (MCRPC)
 - Mid-Coast Economic Development District (MCEDD)
 - Knox Lincoln Counties Extension Service (KLCES)
 - Restorative Justice Project

- Commissioner Meriwether inquired if anything further was heard from MCEDD.
- Administrator Hart stated he has not heard anything from them.
- Administrator Hart said the last he heard DACF (*Department of Agriculture Conservation Forestry*) was not going to be giving any money to anyone except for Mid-Coast Regional Planning Committee. (*Subsequent to the letter Commissioner Parent received.*)
- *A motion was made by Commissioner Meriwether to Act to Approve List of Program Grants to be Invited to Request Funding in the County's 2020 Budget. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

V. Discussion Items:

1. Update on Jail HVAC Project.

Received an update from Siemens and the coring at Jail is complete. They are currently preparing to start the Install. On Tuesday, August 13th started installing a split system for the kitchen cooling, a final measure up of the dish washer hood exhaust with plans for installation near the end of the week, components on the roof top units were shipped last Friday. Siemens is anticipating to be done the first part of September.

2. Update on Courthouse HVAC Project.

The carpet has been replaced, and new floor has been installed in 3rd floor restroom, valve tags and labels in the boiler room and fixing a couple condensation lines today. A final walk thru will be scheduled near the end of August. (*Commissioner Parent would like to go on final walk thru.*)

3. Update on Airport HVAC Project.

IT Systems Administrator Dean is working with Airport Manager Northgraves to get the program we have, which is an older version on a laptop and trying to get a more updated version. They are working with a vendor on that. Siemens, Airport Manager Northgraves, Building Maintenance Manager Hagan and Administrator Hart met regarding an upgrade. Potentially, we could get some money from the FAA fund that and the County would only have to pay 5% vs. 100% of the cost.

An additional compressor has been replaced, which is part of the existing system, but other than that nothing else is being worked on.

Other Business:

- Commissioner Meriwether asked about the outstanding balance on the Reserve withdrawals. Is this \$72.40 for the Courthouse Project?
- Finance Director Robinson stated that was an old invoice that Siemens, through the lease purchase, was supposed to pay \$72.40 months ago, and because they did not process it in time we had to process it a different way. So that invoice is not a current invoice and the current balance is not correct.
- Administrator Hart stated that whatever balance we owe it will not be paid until a final walk thru is complete.
- Right before the meeting, Administrator Hart received an email from Susan diRosario with Knox County Livable Communities. (*This is a local Sheriff's Office, Housing, Health and Social Service Organization.*) She is the Support Services Director with MCH. They are not seeking funding from us or Communities of Knox at this time, but are asking for a bit of time to explain the concept (hopefully approval) to proceed with the concept of working collaboratively to become part of the local community's network. Her request was to attend the next Commission Meeting to explain what their mission is.
- Sheriff Carroll stated he is attended the first meeting they had. It is a network that looks at safety, security, livable Community's more for the elderly, and ideally they would like to focus on everybody. The initial design is for providing a network for the elderly to help living in the Community's, whether their living at home or in housing. It is a network that is across the nation.

As of right now, many Towns and Cities have signed on, but I am not sure any County has signed on.

- Commission Meeting Agenda on September 10th will include the Mowing, Trimming and Lawn Care Maintenance and Snow Removal, Sanding and Snow Plowing bids come back for a two (2) extension. Last year we used a new vendor Wilson Construction and we wanted to go thru a season to see how things worked out. Originally it was a three (3) year contact and we approved it for one (1) year.
- Special Commissioners Meeting on Wednesday, September 4th at 10:00 A.M. for the 2018 Audit presentation.

VI. Adjourn

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

The meeting adjourned at 2:43 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on September 10, 2019.