

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – September 13, 2016 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, September 13, 2016, 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, Chief Deputy Tim Carroll (*left at 2:48 p.m.*), Sheriff Donna Dennison, Jail Administrator John Hinkley, Communications Director Linwood Lothrop, Finance Director Kathy Robinson (*left at 3:08 p.m.*), Airport Manager Jeff Northgraves (*arrived at 2:08 p.m.*), and EMA Administrative Assistant Donna Allen.

Others in attendance: HR consultant Laurie Bouchard; and Chair of the KRCC Executive Board, Camden Fire Chief Chris Farley.

Regular Meeting – Agenda Tuesday – September 13, 2016 – 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 August 15, 2016.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - 1. Act to Approve Revised Job Descriptions:
 - a) Administrative Assistant to the County Administrator
 - b) Administrative Assistant to the Jail Administrator
 - c) Administrative Assistant to the Sheriff
 - d) Airport Maintenance Supervisor
 - e) Dispatcher
 - f) Dispatch Supervisor
 - g) Victim & Witness Advocate
 - 2. Act to Approve Job Description for Deputy Communications Director.
 - 3. Act on Amendment to 6.5.9 – Personal Leave of Absence (LOA) of the County of Knox Personnel Policy Handbook.
 - 4. Act on County Administrator Recommendation for Elected Officials’ Compensation.
 - 5. Act on Amendment to Position Classification & Salary Administration Policy.
 - 6. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent and Assignment for Transfer of Hangar #52 from the Estate of Francis Mormille to Jonathan Beitler.
 - 7. Act to Approve Downeast Air’s Request to Sub-Lease One of their Hangars to Budget/Avis Rent-a-Car.
 - 8. Act to Approve 2017 Maine Historic Preservation Commission Fund Grant Documents for the Courthouse Cupola/Roof Project.
- V. 2:40 Discussion Items**
 - 1. Discussion of 2017 Budget Calendar.
- VI. 2:55 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the regular meeting of the Knox County Commission to order at 2:00 p.m. He briefly reminded everyone that all Commission meetings are being live-streamed on the internet. He noted that the microphone was pretty sensitive and asked members of the audience to please refrain from having side conversations because the audio would pick that up.

II. Public Comment

Commissioner Roger Moody 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 August 15, 2016.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- A motion was made by Commissioner Richard Parent approve the consent items as presented. The motion was seconded by Commissioner Carol Maines.

Commissioner Maines asked Communications Director Lothrop about the Cape Air flight he had mentioned in his monthly report that had to make an emergency landing because of smoke in the cockpit. She noted that his report mentioned that the “emergency action plan was implemented” and asked what on-site personnel, as well as other emergency responders, could do with so little notice. She also asked who had responded to the incident. Director Lothrop stated that Rockland Fire and EMS, South Thomaston Fire had all responded, as well as the Airport Security Supervisor and the deputy assigned to the airport. It turned out that it was just some circuits that had burned up, which filled up the cockpit with smoke. The plane itself was not on fire. The responders were on site just as the plane was landing and everything went smoothly.

Commissioner Maines asked Communications Director Lothrop about meetings he had mentioned in his report for dispatch supervisors and patrol supervisors to meet together. Director Lothrop explained that the meetings are bi-monthly and the purpose is to see if there are any updates to pass on between departments, or to address any issues that have come up. Chief Deputy Carroll commented that usually there aren’t any issues to discuss at the meetings but the supervisor meetings are important because it gives the departments a chance to learn more about what the other is doing and it keeps the lines of communication open.

- A vote was taken with all in favor.

Reserve Withdrawals:

Airport Computer	461608-14600	\$1,122.00
Courthouse Renovations & Maintenance	200008-12680	\$2,186.63
Deeds Surcharge	200008-12740	\$25,986.70
Forfeiture Money - Federal	200008-12860	\$6,408.00
	Total	\$35,703.33

IV. Action Items

1. Act to Approve Revised Job Descriptions.

The Position Classification Committee has finished its review of all of the County’s job descriptions as part of the 2016 Compensation Study. There were seven job descriptions presented to the Commission for approval:

- h) Administrative Assistant to the County Administrator
- i) Administrative Assistant to the Jail Administrator
- j) Administrative Assistant to the Sheriff
- k) Airport Maintenance Supervisor
- l) Dispatcher (Approved by NCEU)
- m) Dispatch Supervisor (Approved by NCEU)
- n) Victim & Witness Advocate

Commissioner Parent was concerned that because the job descriptions didn't specify that the level of education required is the minimum, those with higher level degrees might think they aren't eligible to apply. HR consultant Laurie Bouchard explained that applicants would understand that the level stated is just the minimum required, in particular because the job description allows for a combination of education and experience that is the equivalent of the formal education minimums. After some discussion, Commissioner Moody asked if the job descriptions could be changed to include the word minimum to avoid confusion. Ms. Bouchard answered that it was possible but that all of the 50+ job descriptions would have to be changed to include the one word.

Commissioner Maines asked about how the Commissary money is handled at the Jail with regards to safeguards against misconduct, and whether there were checks and balances. Major Hinkley explained that there is not that much actual money being handled, but the jail is audited every year to make sure everything is as it should be, and the finance office also works with staff to keep things balanced. He assured the Commission that the funds are handled appropriately.

- A motion was made by Commissioner Richard Parent to approve the revised job descriptions as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Approve Job Description for Deputy Communications Director.

The KRCC Executive Board, Communications Director Lothrop, and Administrator Hart all support adding the position of a Deputy Communications Director to the Communications department. Rather than adding an additional position to the number of staff in the 2017 KRCC budget, the new position would instead be a replacement for one of the open dispatcher positions. Administrator Hart explained that Director Lothrop has a lot of responsibilities that take him away of the Center a lot, and the Center really needs someone that is in the Center on a regular basis to handle day to day personnel issues, training, etc. There was a discussion about the educational requirements; while it does not specifically say the person has to have been a dispatcher before, the only way a person would have those certifications or required experience without first having been a dispatcher and dispatch supervisor. The position will be a management position and not in the union. When the KRCC Executive Board met with the dispatchers and dispatch supervisors, the employees supported this position being added to the budget for the coming year. Office space will not be an issue since the person's hours will be staggered with the Director's, and there is also office space in the Supervisors' office.

- A motion was made by Commissioner Carol Maines to approve the job description for the new position of Deputy Communications Director. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act on Amendment to 6.5.9 – Personal Leave of Absence (LOA) of the County of Knox Personnel Policy Handbook.

Administrator Hart explained that the reason for the change is because the County has an employee whose spouse has been diagnosed with a terminal illness. Since the employee has not been employed with Knox County for a full year, he is not eligible for FMLA job protection. This amendment gives employees in these types of situations some protection from losing their job while out on leave.

- A motion was made by Commissioner Richard Parent to approve the amendment to 6.5.9 – Personal Leave of Absence (LOA) of the County of Knox Personnel Policy Handbook. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act on County Administrator Recommendation for Elected Officials' Compensation.

Administrator Hart explained that the elected positions of Sheriff, Register of Probate, and Judge of Probate were left out of the Compensation Program that went into effect January 1, 2012 per the request of those three individuals. He said that it has been a challenge each year to determine an appropriate pay increase for those three positions. He had provided the Commission with a memo

explaining his recommendations for the 2017 wages for those positions and noted that he had met with all three and they agreed to the recommendations. He recommended placing the Sheriff and Register of Probate on the County's Wage Plan scale but not the Judge of Probate. If the Commission approved of this change, the Position Classification & Salary Administration Policy would be updated to include the two positions being added to the wage plan. Administrator Hart noted that the Judge of Probate is the hardest position to figure out pay for because Probate judges all work different hours at different salaries, so it's next to impossible to put a dollar amount on an hour worked. Judge Emery decided to remain out of the wage plan.

- A motion was made by Commissioner Richard Parent to approve the county administrator's recommendation for elected officials' compensation for Sheriff and Register of Probate, leaving the Probate Judge outside of the wage plan. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act on Amendment to Position Classification & Salary Administration Policy.

The modifications to this policy include the following:

- a. Elected Officials – adding the positions of Sheriff and Registrar of Probate to the Grade and Salary Range Structure and leaving the Judge of Probate position outside of the Structure; and
- b. Defining what happens to incumbents when the Position Classification Committee changes the Grade of an existing position by either increasing or decreasing the Grade.

Commissioner Maines asked for examples of when reclassification is not based on a market study. Administrator Hart said that it could happen a few different ways, including if an employee approaches their department manager and asks to have it reviewed, which could result in the Committee making a change to the Grade. Ms. Bouchard gave a more recent example of when the patrol supervisor position was re-evaluated because the Sheriff's Department got rid of the patrol administrator position, which then gave the patrol supervisors more responsibilities. Their Grade then needed to be adjusted to reflect that level of responsibility.

Commissioner Maines asked if the Commission approves Grade changes. Ms. Bouchard answered no – the Commission's part of the process is approving the job descriptions that get changed based on recommendations from department managers. Administrator Hart added the Commission also approves the budgets that include pay rates as part of the budget process.

Commissioner Moody suggested having something in the policy that connected it back to the Manager Handbook so that employees will know that this policy is part of the handbook. Commissioners Moody and Maines both asked how employees have access to the manager's handbook. Ms. Bouchard answered that most employees don't need to see the handbook, but it is not a secret. Employees can ask their supervisors if there is something they would like to know. Administrator Hart commented that employees should be following the chain of command and start with their supervisor first anyway.

- A motion was made by Commissioner Carol Maines to approve the amendments as presented to the Position Classification & Salary Administration Policy, effective January 1, 2017. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent and Assignment for Transfer of Hangar #52 from the Estate of Francis Mormille to Jonathan Beitler.

Airport Manager Northgraves explained that Mr. Mormille had passed away and that his estate has sold his hangar to Dr. Beitler. The new owner does have an aircraft that will be kept in that hangar.

- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign the request for Lease Assignment and Consent and Assignment for transfer of hangar #52 from the

Estate of Francis Mormille to Jonathan Beitler. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

7. Act to Approve Downeast Air's Request to Sub-Lease One of their Hangars to Budget/Avis Rent-a-Car.

Airport Manager Northgraves explained that Downeast Air and Budget are changing their existing relationship and would like to relocate the Budget operation away from the aircraft operations in Downeast's main hangar, so Budget is going to sub-lease a hangar that was underused by Downeast anyway. The lease requires that any sub-letting be approved by the Commission as the landlord.

- A motion was made by Commissioner Richard Parent to approve Downeast Air's request to sub-lease one of their hangars to Budget/Avis Rent-a-Car. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

8. Act to Approve 2017 Maine Historic Preservation Commission Fund Grant Documents for the Courthouse Cupola/Roof Project.

Administrator Hart explained that the County was awarded a Maine Historic Preservation Commission Fund Grant for the Courthouse Cupola/Roof Project for 2017 in the amount of \$17,500. Accepting the funds requires that the Commission approve and sign the agreement documents with the MHPC.

Commissioner Moody commented that the agreement looks like it references the whole building and not just the County side. Administrator Hart said that he had noticed that as well, and contacted them about that. The MHPC told him that it's a requirement for the 10 years because it's public money that the County is getting through the state. If the County does any additional renovations to the building regardless on which portion of the building, it will to be discuss with the MHPC about what is going to be done. If the work is being done on the state side, the state would have to notify the MHPC about it, but Administrator Hart didn't think the MHPC would have too much to say about it because that part of the building isn't on the National Registry.

- A motion was made by Commissioner Carol Maines to approve the 2017 Maine Historic Preservation Commission Fund Grant documents for the Courthouse Cupola/Roof Project. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Discussion Items

1. Discussion of 2017 Budget Calendar.

Administrator Hart explained that after coming up with the first draft of the calendar, he decided to remove the review session scheduled for November 3rd because he will be on vacation that week. Since he had removed the November 3rd meeting, he added a meeting to November 22nd instead, which pushes back the public hearing from December 8th to December 15th. The Commissioners were fine with the change in the schedule for this year's budget process.

VI. Other Business

Call from the Rockland Tree Warden

Commissioner Maines explained that she had spoken with Budget Committee member Terry Pinto after the quarterly budget meeting last month. Mr. Pinto told her that he had talked to the Rockland Tree Warden and apparently the City of Rockland is willing to pay to have trees planted around the courthouse to replace the ones that the County recently had to take down. She said that the City would pay for the replacement trees if the County planted them this fall. Administrator Hart had not heard about any such offer and asked where the City was proposing to plant trees. He noted that one tree cut down was actually killed by a metal grate and nothing can be planted there without the same thing happening. There was another tree that had been planted far too close to the building by the Administrator's office, so that one was cut down. A third

one out in the employee parking lot was taken down because employees complained that it was making a mess of their cars because dropping berries were discoloring vehicle paint. That tree didn't match anything else and the suspicion was that it had grown there on its own rather than being planted there by County staff. Administrator Hart noted that there are a few others that will likely need to be removed next year because they're dying. He expressed some frustration in the fact that the City should have approached him directly as county administrator instead of talking to other people. He noted that the City's planning board would want some input anyway, so he was going to have to talk to them. Commissioner Moody suggested that Administrator Hart call the MHPC too because they can be picky about landscaping as well.

Commissioner Maines stated that the reason she mentioned it is because the City is offering to pay for something so that the County won't have to. The only thing the City asks is that the County expedite it and do it soon because buying trees in the fall is cheaper than in the spring. Administrator Hart responded that he was fine with that idea, but wanted to see exactly what was being proposed. There was some question about who the "tree warden" is and what his function in Rockland is. Commissioner Maines noted that since she is on the Rockland Planning Board, she would touch base with John Root, but Administrator Hart said that he would talk to Mr. Root himself. Commissioner Maines said that she would try to find out exactly what the City's plan is for the tree replacement.

Airport Stats

Commissioner Moody commented to Airport Manager Northgraves that the airport numbers are up significantly. Manager Northgraves said that the aviation economy is starting to improve again and the good weather this summer has helped as well. Cape Air has also been doing more flights because of the number of passengers wanting to travel, and Downeast Air's fuel sales have also gone up because of the increase in flights.

VII. Adjourn

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

The meeting adjourned at 3:17 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on October 11, 2016.