

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – September 14, 2010 – 1:30 p.m.**

The regular meeting of the Knox County Commission was held on Tuesday, September 14, 2010, at 1:30 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. Executive Assistant Constance Johanson was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, 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, Sheriff Donna Dennison, Airport Manager Jeff Northgraves, Patrol Administrator Tim Carroll, Communications Director Linwood Lothrop, and Executive Assistant Constance Johanson.

Also present were: Dispatcher John Gamage, Martin Cates of Jaret & Cohn Real Estate, and Carol Maines.

## **Regular Meeting – Agenda Tuesday – September 14, 2010 – 1:30 p.m.**

- I. 1:30 Meeting Called To Order**
- II. 1:31 Executive Session**
  1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).
- III. 3:00 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.**
- IV. 3:15 Consent Items**
  1. Approve Consent Items as Presented:
    - a. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
    - b. Approve Minutes of Special Commission Meeting of August 31, 2010.
    - c. Accept Monthly Written Departmental Reports.
    - d. Approve Reserve Withdrawals.
    - e. Approve Budget Line Transfers.
- V. 3:20 Action Items**
  1. Act to Award Airport Pavement Maintenance Project.
  2. Act on Approval of the Transfer of Forfeited Assets of \$2,352.45 in the *State of Maine v. Edward Tosswill*.
  3. Act on Approval of Supporting Economic Development District Realignment.
  4. Act on Approval of Appointments to the MCEDD Merger Committee.
  5. Act on Approval of Creation of a County Board of Assessment Review.
  6. Act on Approval of Appointments to the County Board of Assessment Review.
  7. Act on Approval of Authorizing the County Administrator to Sign the Exclusive Buyer Representation Agreement.
  8. Act on Approval of Amended Knox County Purchasing and Bidding Policy.
- VI. 4:10 Other Business**
- VII. Executive Sessions**
  1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6)(C).
  2. 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 Anne Beebe-Center called the September 14, 2010 regular meeting of the Knox County Commission to order at 1:30 p.m.

### **II. 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 Roger Moody go into executive session to discuss a personnel matter pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 1:34 p.m.  
 The executive session concluded at 3:03 p.m.

**III. Public Comment**

Commission Chair Anne Beebe-Center asked for public comment. There was none.

**IV. Consent Items**

1. Approve Items as Presented:
    - a. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
    - b. Approve Minutes of Special Commission Meeting of August 31, 2010.
    - c. Accept Monthly Written Departmental Reports.
    - d. Approve Reserve Withdrawals.
    - e. Approve Budget Line Transfers.
- A motion was made by Commissioner Roger Moody to approve the consent items as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

Commissioner Anne Beebe-Center asked if there was any discussion on the consent items. There was no discussion.

Reserve Withdrawals (September 14, 2010):

Deeds Surcharge	200008-12740	\$595.00
Legal Expense	200008-12650	\$29.99
Resignation Benefits	200008-12670	\$1,068.00
Sheriff's Vehicles	200008-12770	\$14,999.00
	Total	\$16,691.99

Budget Line Transfers (September 14, 2010):

Transfer From:			Transfer To:		
Airport - Security Coordinator	416003-53710	(\$3,700.00)	Airport - Overtime	416003-53800	\$3,700.00
Airport - Training & Seminars	416004-54545	(\$600.00)	Airport - Equipment Repairs	416004-54575	\$150.00
			Airport - Computer Repairs	416004-54585	\$450.00
Communications - Dispatchers	518003-53812	(\$15,000.00)	Communications - Overtime	518003-53800	\$25,000.00
Communications - Part-time	518003-53820	(\$10,000.00)			
Deeds - Lodging	009004-54115	(\$20.00)	Deeds - Other, Tolls, Parking	009004-54120	\$20.00
D.A. - Statutes & Reference	003005-55510	(\$75.00)	D.A. - Books, Subscriptions	003005-55505	\$75.00
Finance - Lodging	005004-54115	(\$375.00)	Finance - Overtime	005003-53800	\$400.00
Finance - Meals	005004-54110	(\$200.00)	Finance - Telephone	05004-54315	\$300.00
Finance - Computer Supplies	005005-55385	(\$125.00)			
Sheriff - Chief Deputy	011003-53311	(\$3,597.00)	Sheriff - Resignation	011003-53940	\$3,597.00
Sheriff - Patrol Deputy	011003-53316	(\$25,000.00)	Sheriff - Unemployment	011003-53930	\$1,130.00
			Sheriff - Overtime	011003-53800	\$23,870.00
	Total:	(\$58,692.00)	Total:		\$58,692.00

**V. Action Items**

1. Act to Award Airport Pavement Maintenance Project.  
 Airport Manager Jeff Northgraves explained that this project was put out to bid prior to the receipt of the grant to fund the project. The grant has been approved and received. There were four responding bidders on the project. George C. Hall & Sons, Inc. was the lowest bidder. Stantec and the airport manager recommend awarding the contract to George C. Hall & Sons, Inc.
  - A motion was made by Commissioner Richard Parent to award the bid for the airport pavement maintenance project to George C. Hall & Sons, Inc. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Airport Manager Jeff Northgraves said that he thought the commissioners had previously given the county administrator the authority to sign the paperwork for all AIP projects. The Airport Pavement Maintenance Project is an AIP project and he thought that the administrator's authority to sign the paperwork applied to this contract. Mr. Northgraves asked if this was the case. Commissioner Anne Beebe-Center answered in the affirmative.

2. Act on Approval of the Transfer of Forfeited Assets of \$2,352.45 in the State of Maine v. Edward Tosswill.

- A motion was made by Commissioner Richard Parent to act to approve the transfer of forfeited assets of \$2,352.45 in the *State of Maine v. Edward Toswill*. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

3. Act on Approval of Supporting Economic Development District Realignment.

Commissioner Roger Moody explained that he had spent quite a lot of time on this subject. He said he hoped that the commissioners felt that he had kept them well informed and would support the recommendation to realign the economic districts. Commissioner Roger Moody reported attending a Midcoast Economic Development District (MCEDD) meeting whose officials voted to endorse the state's realignment plan, which includes moving Knox County from Eastern Maine Development Corporation (EMDC) to MCEDD. He also met with Knox Waldo Regional Economic Development Council (KWRED) officials and they support the realignment plan.

Commissioner Anne Beebe-Center asked if KWRED had voted to support the realignment of Knox County with MCEDD. Commissioner Roger Moody reported that KWRED had voted to support the state's realignment plan. He reported that he had been in contact with EMDC. EMDC is aware that the commissioners voted to approve the concept of the realignment project and there appears to be no objection to the county's move from EMDC to MCEDD. EMDC is scheduled to take an official vote on September 22, 2010. MCEDD is taking an official vote tomorrow. The initial vote of endorsement was predicated on receiving a letter of approval.

Commissioner Roger Moody commented that the commission informational packet included a letter of support for the commission to sign. The letter includes reference to Lincolnville which is in Waldo County. He suggested leaving out any reference to Waldo County, i.e. the Town of Lincolnville, and only signing a letter of support for the realignment of Knox County. Commissioner Moody reported receiving a communication today from the Department of Economic and Community Development (DECD) indicating the Town Select Boards of Northport, Searsport, and Belmont have voted to realign with MCEDD, which makes four towns in Waldo County that have voted to realign with MCEDD. A fifth town in Waldo County, Islesboro, has a vote pending. One proposal, initially, was to have all of Waldo and Knox County realign with MCEDD. It now appears that the towns in Waldo County that form a ring around the north of Knox County will join Knox County and become part of MCEDD.

Commissioner Anne Beebe-Center referred to when EMDC came to a commission meeting and said that only counties could be members and it was not a town by town decision to belong to one or another economic district. She asked if this had changed.

Commissioner Roger Moody explained that the economic districts had different structures. EMDC's membership is made up of only counties. Other economic districts also include towns as members.

Commissioner Roger Moody explained that, under the guidance of Mark Ouellette of DECD, Knox County would endorse the state's plan for realignment. The section of the state's plan for realignment known as the "Proposal to Make Comprehensive Adjustments to the Boundaries of Maine Economic Development Districts" pertaining to Knox County is included herein for informational purposes.

**"Requested Economic Development District (EDD) Boundary Changes**

We propose six changes:

4. To move all Knox County municipalities and the Town of Lincolnville (in Waldo County from the Eastern Maine EDD to the Midcoast EDD."

Commissioner Roger Moody said he asked Mark Ouellette if Knox County could just endorse Knox County's move to MCEDD at this time. Mr. Ouellette agreed with this plan. Commissioner Moody commented that the county and KWRED had communicated with the towns of Knox County regarding the realignment project. He recommended a collaborative effort and allow the towns in Waldo County to decide on their own alignment. The DECD will decide on whether or not the five towns in Waldo County will move to MCEDD.

Commissioner Richard Parent asked about the rest of Waldo County.

Commissioner Roger Moody explained that Belfast wanted to stay with KWRED. The northern towns of Waldo County wanted to stay with EMDC and the western towns were more orientated toward Kennebec Valley, which means Waldo County has three distinct economic divisions.

- A motion was made by Commissioner Roger Moody to have Knox County send a letter to EDA and state DECD endorsing the alignment of Knox County with Midcoast Economic Development District (MCEDD). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

County Administrator Andrew Hart asked what the letter should include. There are three variations of the letter available based on the different towns that voted to go with Knox County to MCEDD.

Commissioner Anne Beebe-Center asked the county administrator to send a letter just listing Knox County as moving to MCEDD.

County Administrator Andrew Hart said he would like to verify the town involvement. EMDC only has counties as members. It was noted that EMDC has a membership fee requirement which it uses for their discretionary funds. Mr. Hart explained that he expected a funding request from KWRED and EMDC for the 2011 budget. Knox County is still a member of EMDC at this time and is likely to remain a member until the end of the state and federal fiscal year which ends on June 30, 2011.

Commissioner Anne Beebe-Center commented that she thought that the realignment project was to be completed and put before the current governor. The county administrator explained that this is true because the current governor understands the process. If the process is not completed before the gubernatorial race, it would have to be explained to the new governor who might not support it.

Commissioner Anne Beebe-Center asked if the county approved the realignment plan now that it is possible that it would not take effect until July 1, 2011. Mr. Hart answered in the affirmative.

Commissioner Roger Moody explained that even if it passes at the state level, it has to go on to the federal level for review and approval. He reported having an EMDC board meeting coming up and the one of the topics will be the assessments to counties. Commissioner Moody commented he was not sure how EMDC could justify asking for funds because the counties were already covered by their Comprehensive Economic Development Strategy (CEDs) document. This question has been put before the DECD because the county wants a minimal budget impact associated with the realignment process.

County Administrator Andrew Hart reported that he had checked with Justin Holmes of MCEDD and Mike Aube of EMDC to determine the potential assessment for the 2011 budget. Both agreed that if the county funded EMDC and then changed to MCEDD in July of 2011, EMDC would prorate their fees and send the remainder to MCEDD.

Commissioner Anne Beebe-Center referred to budget discussions last year and the talks with KWRED. She suggested talking to KWRED again before making any decisions about funding because the county could be presented with two bills; one from EMDC and one from MCEDD. Mr. Hart commented that he did not expect a funding request from MCEDD because the county was not a member now and may not be until July 1, 2011. Letters have gone out to the program grant organizations as well as EMDC. A letter was not sent to MCEDD because the realignment process has not been finalized and approved by the governor.

4. Act on Approval Appointments to the MCEDD Merger Committee.

County Administrator Andrew Hart reported that Commissioner Moody had met with John Shattuck of the Topsham Economic and Community Development regarding the creation of a MCEDD Merger Committee. This committee would work on the logistics of the possible merger of Knox County with MCEDD. The three members of the MCEDD Merger Committee representing Lincoln County, Sagadahoc County, Brunswick and Harpswell are Greg Zinser, MCEDD's president and Damariscotta Town Manager; Lincoln County Commissioner Bill Blodgett and John Shattuck. The proposal is to have three representatives from Knox County. Commissioner Roger Moody would represent the Knox County Commission; Senator Chris Rector would represent KWRED; and Rockport Town Manager Bob Peabody would represent the municipalities of Knox County. He is also a member of the EMDC board. KWRED advisory member Roberta Smith and Rosemary Kulow support the recommendation of the three proposed candidates for the merger committee.

Commissioner Roger Moody remarked that the purposes of the merger committee was to review the MCEDD bylaws.

- A motion was made by Commissioner Roger Moody to approve the appointments to the MCEDD Merger Committee as written in the administrator's memo (*Roger Moody, Chris Rector, and Bob Peabody*). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act on Approval of Creation of a County Board of Assessment Review.

County Administrator Andrew Hart explained that this matter has been previously discussed by the commission. Mr. Hart reported that he has been working on this project since April, which includes getting volunteers to sit on the board and developing the rules and regulations to govern the board. The discussion on creating a board of assessment review started last December, but the commission has not taken a formal vote to actually approve the creation of a county board of assessment.

Mr. Hart said he is asking the commission to approve the concept of creating a Knox County Board of Assessment Review and then vote to adopt the Rules and Regulations.

- A motion was made by Commissioner Richard Parent to approve the creation of a Knox County Board of Assessment Review. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

County Administrator Andrew Hart said he had drafted the Rules and Regulations and recommended making some changes to the original draft. The draft that was mailed to the commission for review states that the “board shall consist of five members”. Mr. Hart reported that he had five names to present to the commission for approval and he is in the process of trying to get seven members. He has a sixth name today and suggested that a seventh could be appointed at a later date. With the membership changed to seven, several other changes were made to be consistent with the number of members. The revised “Rules and Regulations” are included herein for informational purposes.

## **KNOX COUNTY BOARD OF ASSESSMENT REVIEW RULES AND REGULATIONS**

### **AUTHORITY OF BOARD**

Pursuant to Title 36 MRSA § 844, The Knox County Commission (hereinafter “County Commission”) have established the Knox County Board of Assessment Review (hereinafter “Board”) to hear and decide all property tax abatement appeals to the County Commission.

### **ORGANIZATION OF BOARD**

1. **ESTABLISHMENT OF BOARD**

The Board shall consist of seven (7) members who shall be appointed by the County Commission for a term of three (3) years, except of those members first appointed, two (2) shall be for a term of two (2) years, and two (2) shall be for a term of one (1) year.

2. **BOARD QUALIFICATIONS**

Board members shall be selected upon the basis of their knowledge of taxation and property values, provided that a least one of whom must be a licensed real estate appraiser and one of whom must be a member of the general public. A Knox County (“County”) official, or the spouse of a County official, may not be a member of the Board. Each Board member shall be a resident of Knox County. If a Board member terminates his/her residence in the County, his/her position shall automatically become vacant.

3. **CHAIRMAN/SECRETARY**

The Board shall annually choose a Chairman and a Secretary from its membership. The Chairman shall preside at all meetings and hearings, be the official spokesperson of the Board and fulfill the customary functions of that office. The Chairman may administer oaths. The Secretary or his/her designee shall provide for the keeping of minutes of the proceedings of the Board, showing the vote of each member on every question, or his/her absence or failure to vote, and shall maintain the permanent records and decisions of all Board meetings, hearings and proceedings and all correspondence of the Board.

4. **BOARD OFFICIAL DUTIES**

The members of the Board in carrying out their official duties shall act in a quasi-judicial capacity, acting fairly, independently, and impartially. The Board’s findings of fact and determinations of each case shall be based only upon evidence presented to the Board in its public proceedings which shall become the record in the case.

5. **OFFICE**

The office of the Board is located at the Knox County Administrative Office, 62 Union Street, Rockland, Maine 04841, and all written communications for the Board shall be sent to the Board in care of the Secretary to the Board at the foregoing address.

6. **VACANCIES**

Vacancies shall be filled by appointment of the County Commission for the unexpired term.

7. **REMOVAL OF MEMBERS**

Any member of the Board may be removed for cause by the County Commission at any time; provided, however, that before any such removal, such member shall be given prior notice and an opportunity to be heard in his/her own defense at a public hearing.

### **PROCEDURE**

1. MEETINGS/QUORUM

The Chairman shall call all meetings of the Board as required. A quorum of the Board necessary to conduct an official Board meeting shall consist of three members. The Chairman shall also call meetings of the Board when requested to do so by a majority of the Board members or by the County Commission. A quorum of the Board necessary to conduct an official Board meeting shall consist of four (4) members. The Board shall act by majority vote of those members present and voting; provided, however, that at least four (4) affirmative votes are required to grant a tax abatement appeal. The Chairman shall preside at all meetings of the Board and be the official spokesman of the Board. The Secretary shall preside and be the official spokesman in the Chairman's absence. The Board shall give reasonable notice of all meetings, and its meetings shall be open to the public except as otherwise provided by law.

2. BOARD RECORDS

The record shall consist of the minutes of the Secretary or his/her designee, the transcript if one is made or electronic recording of testimony, all applications, exhibits, stipulations, papers and requests filed in any proceeding before the Board, any summaries prepared of an inspection of the property, and the decision of the Board. Such records shall be public records open to inspection during regular office hours of the County Administrative Office upon reasonable notice.

3. CONFLICT OF INTEREST

No member of the Board shall participate in the hearing or disposition of any matter in which he or she has a conflict of interest. Any question of whether a member has a conflict of interest sufficient to disqualify the member from voting thereon shall be decided by a majority vote of the other members present and voting; where such vote results in a tie, the subject member shall be disqualified.

4. APPLICATION

To initiate an abatement appeal, the applicant must have filed a written application to the Assessor(s) of the Town in which the property is located, must have received a written denial from him/her/them (or expiration of sixty (60) days from the date of filing if no written denial was given, unless the applicant shall have in writing consented to further delay), and must then file **ten (10) copies** of the written appeal and any supporting documentation to the Board. The applicant shall set forth in the application the name and address of the appealing party, a description of the property involved, the amount assessed by the Assessor(s), and the amount the applicant feels constitutes the proper assessment and the reasons therefore. Application forms shall be available in the County Administrative office and on the County website.

5. TIME FOR FILING

The application must be filed in writing to the Board within sixty (60) days after the notice of decision from which such appeal is being taken or after the application to the Assessor(s) is deemed to have been denied. The application shall be filed with the Board and a copy provided to the Assessor(s) of the Town in which the property is located, and the Board shall schedule a hearing on the appeal within a reasonable time.

6. PAYMENT REQUIREMENT

Before any appeal may be heard by the Board for a property with an assessed valuation of \$500,000 or more, an amount of current taxes equal to the amount of taxes paid in the next preceding tax year, provided that amount does not exceed the amount of taxes due in the current tax year or the amount of taxes in the current tax year not in dispute, whichever is greater, must be paid by or after the due date as committed by the Assessor(s) (36 M.R.S.A. § 844 (4)).

7. EVIDENCE

The Board may receive any oral or documentary evidence, but shall exclude irrelevant, immaterial, or unduly repetitious evidence. Each party shall have the right to present his/her case or defense by oral or documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination as may be required for a full and true disclosure of facts. All documentary evidence from all parties that can reasonably be anticipated as part of the record (e.g., appraisal reports) shall be submitted to the Board, with a copy to the other party, **fourteen (14) days** in advance of the Board's initial hearing on the application; provided, however, that such documentary evidence that cannot reasonably be anticipated as part of the record, such as rebuttal evidence, need not be submitted in advance. Notwithstanding the above, the Board may permit the submission of additional information at any time prior to its decision for good cause shown. The Board may continue any hearing to obtain a clarification of the facts or legal issues involved; provided, however, that once scheduled, a hearing may not be continued except for good cause or as fairness requires as determined by the Board.

8. VIEW OF THE PROPERTY

If a majority of the Board deems it necessary, the Board may view or inspect the property at issue. At any inspection of the property, both parties and their representatives shall have the right to be present. The purpose of any such view is to enable the Board to more intelligently apply and comprehend testimony presented at the hearing, not to receive evidence or testimony. No evidence or testimony

shall be offered at the inspection, but both parties may nevertheless call to the attention of the Board, without further comment, those characteristics of the property which they wish the Board to observe. A summary of the inspection shall be made by the Board on the record at the next scheduled meeting of the Board, and either party may at that time offer his/her own summary of the inspection for the record.

9. DELIBERATIONS

The Board may close the hearing after all evidence has been submitted and conduct its deliberations at that meeting or continue its deliberations until the next meeting of the Board. All decisions of the Board on all appeals shall be in public at its meetings.

10. OTHER RULES

The Board may make such other reasonable rules of procedure as may be required.

### DECISION

1. TIME OF DECISION

The Board shall render a decision on all applications within sixty (60) days from the date the application is filed unless the applicant agrees in writing to further delay.

2. WRITTEN DECISION

The Board shall issue a written decision upon all applications. The written decision shall set forth the Board's findings of facts and shall specify the reason or reasons for such decision. The Secretary or his/her designee shall mail or hand-deliver notice of the Board decision to the applicant, the Assessor(s) and the County Commission within ten (10) days of such decision.

3. RECONSIDERATION

The Board may reconsider any decision within forty-five (45) days of its prior decision, provided it continues to have jurisdiction over the appeal. A request to the Board to reconsider a decision must be filed within ten (10) days of the decision that is to be reconsidered. If the Board votes to reconsider the decision, it may conduct additional hearings and receive additional evidence and testimony as provided herein. If the Board votes to reconsider the decision, it shall vote again upon the merits and provide a second written decision; provided, however, that the vote to reconsider and the action taken thereon must occur and be completed within forty-five (45) days of the date of the vote on the original decision.

4. APPEAL

An appeal from any final decision of the Board may be taken by any party to the Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure. If the Board fails to give written notice of its decision within sixty (60) days of the date the application was filed, unless the applicant agrees in writing to further delay, the application is deemed denied and the applicant may appeal to the Superior Court as if there had been a written denial.

*Adopted on September 14, 2010 by the Knox County Commission.*

- A motion was made by Commissioner Roger Moody to approve the Knox County Board of Assessment Review Rules and Regulations as presented and corrected. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

Commissioner Roger Moody commented that this was a project well done and should serve the towns of the county well.

County Administrator Andrew Hart explained that out of the 18 municipalities in the county; six (6) have a board of appeals and 12 do not. In meeting with municipal officials, it appears that the towns support the county's move to create a board of assessment review. Some towns may eliminate their boards and let the county handle the appeals process.

Municipalities with Assessment Review Boards are: Camden, Cushing, Hope, Rockland, Rockport, and Warren. Municipalities without an Assessment Review Board are: Appleton, Friendship, Isle Au Haut, Matinicus, North Haven, Owls Head, St. George, South Thomaston, Thomaston, Union, Vinalhaven, and Washington.

6. Act on Approval of Appointments to the County Board of Assessment Review.

County Administrator Andrew Hart explained that he has been trying to get members to serve on the Board of Assessment Review (BAR). The following is a list of names for approval at today's meeting:

1. James Murphy, Jr. – Assessor's Agent
2. Martin Cates – Real Estate
3. John Flood – Former Board Member for Town of Friendship's Board of Assessors
4. Rick LaVoie, Certified General Appraiser
5. Steven Powell – Former Realtor/Resident of Knox County

County Administrator Andrew Hart proposed adding another name, that of Lauren Hall Kenniston, Esq.

- A motion was made by Commissioner Richard Parent to approve the appointments to the County Board of Assessment Review. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

7. Act on Approval of Authorizing the County Administrator to Sign the Exclusive Buyer Representation Agreement.

County Administrator Andrew Hart explained that by approving this item, the county would have a buyer agent for any property the county is interested in looking at possibly purchasing to resolve the space needs issue. The individual named in the agreement would be assisting in locating properties and could coordinate inspections of the properties that proposed to house EMA, patrol, and communications. The department heads involved with the space needs search are supportive of having a representative to review possible sites. There is no fee or cost to the county to do this unless the county decides to close on a property or have the representative coordinate the inspections.

Commissioner Anne Beebe-Center asked the other commissioners if they had any comments.

Commissioner Roger Moody asked the representative was from the commercial division of Jaret & Cohn Real Estate. Mr. Hart responded in the affirmative and indicated that Martin Cates, the proposed representative was present to answer any questions.

Commissioner Richard Parent commented that he thought that it was a good idea. Commissioner Roger Moody commented that he thought the commission needed this level of expertise.

- A motion was made by Commissioner Richard Parent to approve county administrator to sign the Exclusive Buyer Representation Agreement. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor

8. Act on Approval of Amended Purchasing and Bidding Policy for the County of Knox.

County Administrator Andrew Hart explained that he was asking the commission to approve the updated version of this policy. Mr. Hart explained that the commission had a copy of the revised version of the policy as well as a marked up version with the changes. He noted there were not a lot of changes while mentioning several of them

County Administrator Andrew Hart reported that EMA Director Ray Sisk brought up the issue of his purchasing through federal purchasing program and asked if it needed to be included in this policy or would his department be exempt from this policy. Mr. Hart suggested that the commissioners might want to table this item because there may be additional language needed.

Commissioner Roger Moody asked how old the purchasing policy was. Mr. Hart reported that it was approved and then amended in 2002 and again in 2005. Commissioner Roger Moody asked about the posting to the website. Mr. Hart explained that the reference to the website meant the county's website. He suggested the MMA website could also be used. Commissioner Roger Moody said he was concerned with getting the word out to the public that does not have access to the internet. He wanted to be sure that it got in the local newspapers and suggested using the word "and" rather than "or" so that posting would be in both the newspapers and on the websites. Mr. Hart said that this has been the practice; to advertise on the websites and in the local newspapers.

- A motion was made by Commissioner Richard Parent to table the approval of the amended Purchasing and Bidding Policy for the County of Knox. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

## VI. Other Business

There was no other business to come before the Knox County Commission.

## VII. Executive Session

1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6)(C).

- A motion was made by Commissioner Richard Parent to go into executive session to discuss the acquisition of real property pursuant to 1 M.R.S.A. §405(6)(C). The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. 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 to discuss a personnel matter pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

The executive session convened at 3:39 p.m.  
The executive session concluded at 5:15 p.m.

**VIII. Adjourn**

Commissioner Anne Beebe-Center asked for a motion to 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 5:16 p.m.

Respectfully submitted,

---

Constance W. Johanson  
Executive Assistant

**The Knox County Commission approved these minutes at their regular meeting held on October 5, 2010.**