

KNOX COUNTY COMMISSION

Special Meeting

Friday – September 29, 2017 - 9:00 a.m.

A special meeting of the Knox County Commission was held on Friday, September 29, 2017, at 9:00 a.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 Sharyn L. Pohlman, Commissioner District #3.

County staff present included: Administrator Andrew Hart, Administrative Assistant Candice Richards, Communications Director Linwood Lothrop (*left at 11:13 a.m.*), EMA Director Ray Sisk (*left at 10:19 a.m.*), Geospatial Database Manager Leticia vanVuuren (*left at 10:19 a.m.*), Register of Probate Elaine Hallett (*left at 10:23 a.m.*), Register of Deeds Lisa Simmons (*left at 9:29 a.m.*), Deputy Register of Deeds Linda Burgess (*arrived at 9:09 a.m., left at 9:29 a.m.*), Sheriff Donna Dennison (*arrived at 9:20 a.m., left at 10:03 a.m.*), Chief Deputy Tim Carroll (*left at 10:03 a.m.*), Jail Administrator John Hinkley (*left at 9:49 a.m.*), District Attorney Jon Liberman (*left at 9:38 a.m.*), Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, Systems Administrator Mike Dean (*left at 11:37 a.m.*), and Building Maintenance Supervisor Chris Caron (*left at 9:43 a.m.*).

Others present included: Village Soup Reporter Steve Betts; Washington Town Clerk Ann Dean (*arrived at 9:42 a.m., left at 10:19 a.m.*).

Special Meeting – Agenda

Friday – September 29, 2017 – 9:00 a.m.

- I. 9:00 Meeting Called To Order
- II. 9:01 Discussion Items
 - 1. Review of the 2018 Knox County Budget Draft.
- III. Adjourn

I. Meeting Called to Order

Commission Chair Carol Maines called the special meeting of the Knox County Commission to order at 9:05 a.m.

II. Discussion Items

1. Discussion of Knox County 2018 Budget Draft.

Administrator Hart gave a brief overview of the 2018 budget draft:

- Health insurance and workers comp is currently budgeted at 10% because the County won't know the actual amount until probably November.
- Main reasons for the increase:
 - 1) Personnel services (wages & benefits).
 - 2) Orthoimagery
 - 3) Courthouse HVAC – not actually factored in yet because the County doesn't have the numbers yet, and then the County will have to decide whether to do financing or to phase it in.
- The proposed COLA is 1.9%. Employees eligible for a Step increase will get a 2%.
- Union negotiations aren't factored into the budget yet. Both unions have asked the County to look at money items that include pay and benefits.

Administration & IT

Presented by County Administrator Andrew Hart.

- Increased the computer consultant line because Systems Administrator Dean is the only IT person and the County budgets for consultants for when he's out sick or on vacation but they're not certified with Spillman nor do they have the authority to deal with the issues. There hasn't been enough funding to pay for the time they need to come in and actually get familiar with

different components. Systems Administrator Dean needs to take time off and 99% of the time he gets called back in.

- Increased the advertizing line because the County advertises on jobsinme.com and sometimes in local newspapers depending on how many positions need to be advertised for. This line also pays for legal notices like the public hearing notice for the budget.
- Computer repairs and maintenance was increased because of an increase in Spillman maintenance, which happens every year.
- The main driver for this year is the Orthoimagery because it's up for renewal this year. Thankfully the costs have gone down since the County did it 5 years ago in 2013. The County will buy the 12 inch base and the towns can decide to buy up at a reduced price if they want to. The County has some left in a reserve to put towards it.
- Lowered the workers comp revenue because that fluctuates from year to year.

Total budget of \$523,185, up 6% from the 2017 budget.

Building Maintenance – Courthouse

Presented by County Administrator Andrew Hart and Building Maintenance Supervisor Chris Caron.

- HVAC is the big thing – especially the chiller.
- The cost of janitorial for the courthouse was going to go up for 2018 so the County put out an RFP just for the courthouse. The prices at the Public Safety Building and the Airport will remain the same. October 10th is the pre-bid meeting and the bids are due October 18th
- The cost of \$5,000 for carpet replacement is a one-time thing.

Total budget of \$258,187, up 17% from the 2017 budget.

Building Maintenance – Public Safety Building

Presented by County Administrator Andrew Hart and Building Maintenance Supervisor Chris Caron.

- Plumbing line was increased because there was only \$500 in the 2017 budget and the first plumbing issue that happened cost more than the whole budget line.
- Janitorial for PSB and Airport is being held for one more year at same price. The County will go out to bid again for all three facilities after that.
- Ground maintenance – painting and crack sealing needs to be done, probably early summer next year

Total budget of \$71,204, up 7% from the 2017 budget.

Registry of Deeds

Presented by Register of Deeds Lisa Simmons.

- Revenues are down but are still at a good level
- While the revenues are currently being budgeted at less than the 2017 budget, it will continue to be monitored on a monthly basis as the County goes through the budget process so that number will likely change
- Staffing level has been difficult because of Register Simmons having been out most of the summer. It has made it harder for the remaining staff to take their vacations, especially since one employee is only 20 hours. They have done well keeping up with the work load. In the future the department may request increasing that employee's hours but it is not being asked for at this time.

Total budget of \$(146,422), down 24% from the 2017 budget.

District Attorney

Presented by District Attorney Jon Liberman.

- There is a 4% increase in Personnel services.
- Contractual is up 1%.
- Commodities is up 26%. The department is expecting to start using a lot more copy paper because of all the copies of discovery that will have to be made for all defendants. The department used to just let defendants review it, and then if they plead “not guilty” they were provided with copies, but the law was changed. Now copies have to be made for all cases. The change was implemented September 1st and it’s taking staff a lot of time to do so much copying. The hope was to be switching to a paperless discovery system, but that will be a while from now.
- Office supplies and equipment includes some new ergonomic office equipment but the department has applied for a grant to reimburse 2/3rds of it.
- The cost of subscriptions was lowered due to no longer getting hard copies of the ME Reporter. The office has an electronic subscription and people can print out a copy if they need to.
- Computers – the DA’s office uses MDATS (Maine District Attorneys Technical Services) to replace the computers in the DA’s office. Laptops are 3 year cycle; they try to keep them 4 to 5 years if possible but upgrades in technology has necessitated replacing sooner.

Total budget of \$467,009, up 4% from the 2017 budget.

Emergency Management Agency

Presented by EMA Director Ray Sisk, Geospatial Database Manager Leticia vanVuuren, and Washington Town Clerk Ann Dean.

- The budget line for the administrative assistant was decreased because the current administrative assistant is retiring in December and the replacement person will come in around the middle of the pay range.
- The number of hours being worked by the Geospatial Database Manager was increased from 20 to 30 hours. The County is going to be helping towns with census addressing and in the process update the County’s e-911 data. The department has also received some external requests for help; Rockland specifically has asked for 3 hours per week. 24 of the 30 hours will be EMA specific, and the remaining 6 are for the towns. 50% of the 24 is reimbursable from grants. The positions hasn’t had benefits because it was part-time, so changing her to 30 hours changes her to full-time with benefits.
- EMA program vehicle – last year the department had asked to replace it on schedule but that has been pushed back to 2020. That just means that in the meantime, the maintenance line will need to increase to keep the vehicle running.
- Small reduction in revenues, though the federal funds everyone had warned would diminish hasn’t yet.
- Washington Town Clerk Ann Dean briefly talked about how much Geospatial Database Manager Leticia vanVuuren helped the Town of Washington combine software to meet their needs. The town has limited resources, so they felt that her planning help is invaluable.

Total budget of \$88,256, up net of 14% from the 2017 budget.

Finance

Presented by Finance Director Kathy Robinson.

- Not a lot of change from the 2017 budget.
- Commodities are down – the office is doing different things to save money, including double-sided printing and they have stopped printing in color unless it’s absolutely necessary. Staff are

emailing more than mailing and also encourage vendors to sign up for EFT payments rather than the County mailing them checks.

- The department doesn't have a lot of control on the revenue – it just depends on the year and things like whether the towns are paying taxes on time because if they don't, we charge them interest.

Total budget of \$291,071, up 4% from the 2017 budget.

Jail

Presented by Jail Administrator John Hinkley, Sheriff Donna Dennison, and Chief Deputy Tim Carroll.

- Capped at 3% per the law.
- Training was increased because all of the new people hired this fall to fill the many vacancies. All of those people are going to need to go to the Maine Criminal Justice Academy.
- Even with the new employees hired, the department still needs a lot of overtime budgeted, in part because the union contract gives those extra shifts to the people who are full-time
- Sending a couple employees for some specialized training that County Attorney Peter Marchesi recommended. It's in Nevada. Five other employees have been sent thus far.
- Part-time employees have to go to MCJA for five weeks (it used to be only two weeks) because the Academy makes everyone do it now – not just fulltime. Those employees are being paid full-time while they're there, plus paying other employees to cover their shifts at the jail.

Total budget of \$3,476,340, up 3% from the 2017 budget.

Probate

Presented by Register of Probate Elaine Hallett.

- Revenues are up a little bit but that gets monitored through the budget process like with the Registry of Deeds, so that could change before the budget is finalized
- Office supplies are up a little bit.
- Judge's mileage has been put up a little bit because she's been going to more meetings because she's on some committees.

Total budget of \$127,908, down 3% from the 2017 budget.

Sheriff Department – Patrol Division

Presented by Sheriff Donna Dennison and Chief Deputy Tim Carroll.

- The department has changed from three supervisors to two by changing one back into a deputy position to have more boots on the ground. Shifts have also been changed to give more continuity to the deputies and the supervisors monitoring the shifts.
- Looking to increase the administrative assistant's hours to 40, 10 of which is civil process.
- The budget line for part time deputies was decreased to zero because any additional overtime automatically goes to the full-timers, and it gets too expensive to keep part-timers up to date on their training whether they are used or not. A lot of agencies are getting rid of their part-time program for that reason. The County decided to eliminate it for 2018.
- Commodities – continuing with the 3-year computer replacement cycle.
- Capital – typically the department has used forfeiture funds towards vehicles but that's running low. Three cruisers are scheduled for replacement in 2018.
- The K-9 budget line is down because one dog is a marijuana dog and now that marijuana has been legalized, the County isn't getting any calls for the dog. The department will continue to have the bloodhound for tracking.

- The Shellfish Warden contract still going well; will be negotiating the contract for next year.

Total budget of \$2,002,813, up 6% from the 2017 budget.

Airport

Presented by Airport Manager Jeff Northgraves.

- 2018 Capital includes AIP share \$26,500 and \$15,000 for replacing the zero-turn mower.
- Excise tax for aircraft will be going up so revenues will go up, which is a direct result of the runway extension. It's anticipated that more aircraft will want to come here for that reason. The County is going to have to start talking about building hangars. AIP will only pay for the infrastructure up to the spot where the hangars will be – it won't pay for whatever goes on the ground for the hangar to be built on.
- The café in the airport is doing extremely well and their revenue will probably be higher than what has been estimated in the budget.
- Contractual up about \$8,000 – electricity looks higher because the prior year estimate was unrealistic; same with gas; grounds maintenance (plowing) hasn't been rebid yet so the budget figure is the same as last year.
- Commodities are down; maintenance and supplies are increased because the two trucks that are used for plowing are no longer going to be replaced by AIP funds (the FAA changed it) so these trucks will be kept longer, and that means more maintenance. Some rubber tips also had to be put on the plows because the new lighting in the runways could potentially be snagged by the plows.
- TSA Security Reimbursement – severely concerned about that revenue because 1) it is on the chopping block (to help pay for the wall that President Trump wants to build) and 2) nobody knows when the County will be told whether its getting the funding or not. It probably won't be until next November. Right now Cape Air is paying the County some towards the loss on TSA reimbursement. Next year the County will be redoing the Cape Air contract.

Total budget of \$95,850, down 2% from the 2017 budget.

Knox Regional Communications Center

Presented by KRCC Director Linwood Lothrop.

- Personnel Services – deputy communications director position – originally the position was a dispatcher that had been requested as part of a prior budget year process and was approved, and then last year it was asked to reclassify that last dispatcher position, so it was only about a \$16,000 change to this year's budget. The overtime line is up because back in 2016, before the 2017 budget was finalized, the finance office combined some budget lines inadvertently left out funding of \$19,000 that was originally in the holiday overtime line. Rather than trying to throw that back in at the last minute, it was decided to leave it out since the deficiency could be covered by still having some vacancies. The problem is, now that the department is up to staff, the funds need to be put back in there.
- Contractual –down 1% overall.
- **Capital Expenditures**: all being funded from undesignated fund surplus
 - Redundant Microwave Path from Benner to Coggins – a project being spread out over a 5-year period; provides a microwave repeater as backup.
 - Remote IP Monitor for Tenants Harbor site – allows the County to do diagnostics remotely so the technicians know what they're dealing with before they go out there.
 - Computers and monitors need to be replaced; they are on a 5-year replacement plan. They're used 24/7. Changes in software and technology have meant that the County has to keep upgrading to meet the five year window. The monitors are dying and the

new ones are larger which will make it easier for the split/screen that dispatchers need to do with the new protocols.

- Replacement batteries for Ragged Mountain backup system.
- Software upgrades for a laptop allows staff to use the laptop as a full console away from the comm. Center.
- Paging encoder for the trailer that allows the County to dispatch out of a trailer if something were to happen like what happened with another county where they lost the ability to dispatch because of a lightning strike.

Total budget of \$1,191,660, up 12% from the 2017 budget (it would probably closer to 5% if \$19,000 of overtime wasn't being added back in and the \$40,000 that the Budget Committee cut).

Miscellaneous

Presented by County Administrator Andrew Hart.

Debt Service

- The bond payment on the Public Safety Building is down about \$8,000 from last year.

Insurance (MCCA Risk Pool)

- Decreased by 6% based off of a budget estimate. The final number should be in at the end of November.

Knox-Lincoln Cooperative Extension Service

- Asking for: \$57,041.50 (same request as last year).

Knox-Lincoln Soil & Water Conservation District

- Asking for \$28,297, a 3% increase (\$800) over their 2017 budget request.

Midcoast Economic Development District

- Asking for \$26,851 (MCEDD was not funded in 2017.)

Mid-Coast Regional Planning Commission

- Asking for same amount as in numerous prior years: \$2,500.

It was noted that October 19th is the first budget review meeting with the Budget Committee.

III. Adjourn

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

The meeting adjourned at 11:41 a.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on October 10, 2017.