

KNOX COUNTY COMMISSION

Special Meeting

Monday – February 5, 2024 – 2:00 P.M.

The Special Meeting of the Knox County Commission was held on Monday, February 5, 2024, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Edward B. Glaser, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: Administrative Assistant Wendy Galvin

Others: None

Special Meeting – Agenda Monday – February 5, 2024 – 2:00 P.M.

Town Hall Streams link:

https://townhallstreams.com/stream.php?location_id=50&id=58499

- 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. 2:02 Action Items**
 - 1. Act to Authorize the Commission to Sign a Letter to the Maine Revenue Service in Support of Requesting More Communication with the County’s Registry of Deeds.
- IV. 2:05 Discussion Items**
 - 1. Discussion of the process for hiring a new County Administrator.
- V. 2:25 Executive Session**
 - 1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).
- VI. Adjourn**

I. Meeting Called to Order

Commissioner Glaser called the Special Meeting of the Knox County Commission to order at 2:01 P.M.

II. Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

None

III. Action Items

- 1. Act to Authorize the Commission to Sign a Letter to the Maine Revenue Service in Support of Requesting More Communication with the County’s Registry of Deeds.
 - **Maddy Cole** – On Friday afternoon I received an email that the Commission Association actually took a vote and agreed also to sign this. So, we are just doing this on behalf of each of our individual Counties. It’s just to get the communication open as to what the impact of the portal will be for the Registry of Deeds Office.
 - **Commissioner Glaser** – I think what it is, is that anybody watching at home or who wants to know, that State is changing the way you are required to report the.....
 - **Maddy Cole** – The State has a tax portal for a lot of different tax purposes. In October, it will involve the transfer tax from like a property sale. We just know very little, other than this portal will somehow be addressing the transfer tax and we don’t know what we are doing on our end.
 - **Commissioner Glaser** – Basically they are changing the way you report it to the State through this portal now.

- **Maddy Cole** – Possibly. Right now, we have a form that accompanies the Deed, and in many cases, we fill it out on the Maine Revenue website. With this portal we don't really know, we are just guessing at this point. Will people be paying the transfer tax there? Will we still be processing our part? That's the whole thing with getting the letter out there. We just need to know incase we have to update our software.
- **Commissioner Glaser** – So, basically the State is changing their rules and we have no idea what they're doing. We're just saying please let us know what your plan is so we can make it happen. A letter has been written and we just need to sign it.
- *A motion was made by Commissioner Parent to Act to Authorize the Commission to Sign a Letter to the Maine Revenue Service in Support of Requesting More Communication with the County's Registry of Deeds. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Discussion Items

1. Discussion of the process for hiring a new County Administrator:

Commissioner Glaser – We are in the process of hiring a new County Administrator. I have been talking to Wendy and Candice regarding an advertisement which is basically a re-write of one we used fifteen (15) years ago, as well as a questionnaire. We hope to have it out by the end of the week. We will put it on MMA website and on INDEED. My thought is, if at all possible, we should get somebody within the State. Advertising within the State makes the most sense. Some people think we should hire a head hunter/consultant. I don't know if that makes sense in the first batches. We are setting a deadline of March 15th for applications. That gives people four (4) weeks to get their applications to us. We want to put together a selection committee. The attorney suggested that we have a five (5) person committee. including a fifth person committee. One person from Commission, one senior staff from the County, one from Sheriff's Office, a Town Manager, and the 5th person could be anyone interested. We can pick and choose who that 5th person would be. They would look at the applications and do some interviews. Where they are separate from the Commission the interviews will be in private, as it is not uncommon to do it that way. They could make a recommendation for the Commission to look at those applications. That process could be a three-month process.

Sheriff – I reached out to some other Counties, as we are not the first to go through this. Androscoggin is looking for a County Administrator right now. They came up with a similar process. They are willing to share their screening process with us. I recommend that we also look at NACO as a possibly another place to look at.

Commissioner Pohlman – I think that is a good idea. I can put it out to MCCA too. We might be able to share ideas. Do we use LINKED IN?

Sheriff – We have it as a County, and in the Sheriff's Office we have used it on occasion to get the word out.

Commissioner Glaser – I don't think we should turn our back on anything that is easy to use.

Commissioner Parent – I would use the Bangor Daily and Portland Press.

Commissioner Glaser – Have you heard back from Androscoggin as to how it's going?

Sheriff – They are seeing a lot of non-traditional individuals applying, meaning private sector. Most are Administrators in private sectors applying. It could just be specific to the region. They have not seen a lot of Municipal or Government Administrators applying.

Commissioner Glaser – I think that is the process. If you think that is good, then that's the direction we are going.

Commissioner Pohlman – Can we talk about where we are with our Interim?

Commissioner Glaser – We are looking at, at least three (3) months to get to that point. We already know the Sheriff has enough jobs to do. We are not asking him to spend the next three (3) months in purgatory waiting for something. We need to find somebody as soon as we can, as a temp person for the next three (3) months.

Commissioner Pohlman – Just to clarify, the Sheriff is an elected position. He is not taking over, he's just a bridge until we can get the Interim on board. We are hoping it will be this week.

Commissioner Glaser – Part of the discussion is going to be the candidates. Once a decision is made then we have to go back to them, and have to negotiate a contract. We will probably sign a three (3) month contract with the person. We need to agree on wage scale and if there will be any benefits. The way our Charter is written according to County Attorney, on a short-term basis, which is what the Sheriff is doing. The fact that he is elected is perfectly fine. In fact, it’s supposed to be on a short-term basis, somebody who is a County official. It could be you, me just on a short-term basis. What we are hiring is a short-term Interim County Administrator who has all the abilities and rights of County Administrator for a short period of time. Because of our Charter, because of the law, we have a few things we have to follow.

Commissioner Pohlman – Who votes for this person?

Commissioner Glaser – Just us. When people apply for a job, they are entitled to a certain amount of digression. In Executive Session we will discuss. The process should be as open as possible.

V. 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 Parent to go into Executive Session to Discuss a Personnel and Legal Matter Pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The executive session convened at 2:15 P.M.
The executive session concluded at 3:13 P.M.

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

IV. Adjourn

The special meeting adjourned at 3:15 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on February 13, 2024.