

**- KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

Joint Commission & Budget Committee Review Meeting

Knox County Commission and Budget Committee

Tuesday – November 17, 2022 – 5:00 P.M.

A Joint Commission and Budget Committee Review Meeting was held on Thursday, November 17, 2022, at 5:00 P.M., Knox County Courthouse, 62 Union Street, Rockland, Maine. The Administrative Assistant was present to record the minutes of the meeting.

Commission members present: Commissioner Dorothy G. Meriwether District #1, Commissioner Richard L. Parent, District #2 and Sharyn L. Pohlman, District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson and Maintenance Manager James Hagan.

Budget Committee members present: Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Barry Norris, Charles Grover, Randy Stearns, Vera Roberts and Nick Lapham.

Others Present: Ryan LeShane, 4-H Youth Development Professional and Blueberry Cove 4-H Camp & Learning Center Director Knox-Lincoln Cooperative Extension, Mark Hedrich, Chairman Knox-Lincoln Soil & Water District, Matthew Eddy, Executive Director MCOG and Rockland Fire Chief Chris Whytock, President of KCMAA, Camden Fire Chief Chris Farley & Vice President of KCMAA and Hope Fire Chief Clarence Keller & Secretary/Treasurer of KCMAA.

Joint Commission & Budget Committee Review Meeting

Thursday – November 17, 2022 – 5:00 P.M.

[Please use the link below for Town Hall Streams](https://townhallstreams.com/stream.php?location_id=50&id=48605)

https://townhallstreams.com/stream.php?location_id=50&id=48605

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| I. | 5:00 | Meeting Called To Order (Chair Roger Peabody for the Knox County Budget Committee, Commission Chair Dorothy Meriwether for the Knox County Commission) |
| II. | 5:01 | Public Comment |
| III. | 5:05 | Approve Minutes (Chair Roger Peabody for the Knox County Budget Committee, Commission Chair Dorothy Meriwether for the Knox County Commission)
1. Minutes of the Joint Budget Meetings of November 3 and November 8, 2022. |
| IV. | 5:010 | Budget Review
1. Knox-Lincoln Cooperative Extension (Pg. 27)
2. Knox-Lincoln Soil & Water District (Pg. 27)
3. Midcoast Council of Governments (MCOG) (Pg. 27)
4. Knox County Mutual Aid Association (Pg. 27)
5. Building Maintenance - Courthouse (Pgs. 12-13)
6. Building Maintenance – KCPSB (Pg. 14) |
| V. | 5:10 | Adjourn |

I. Meeting Called to Order

The November 17, 2022 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Roger Peabody and Commissioner Chair Dorothy Meriwether at 5:01 P.M.

- *Chair Peabody made a motion to call the meeting to order at 5:01P.M.*
- *Commissioner Meriwether made a motion to call the meeting to order at 5:01 P.M.*

II. Public Comment:

- None

III. Approve Minutes

1. Minutes of the Joint Commission and Budget Committee Review Meeting of November 3 and November 8, 2022.

- *Bob Duke made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 3, 2022. Barry Norris seconded the motion. A vote was taken with all in favor. (Randy Stearns and Charles Grover abstained.)*
- *Commissioner Parent made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 3 and November 8, 2022. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*
- *Bob Duke made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 8, 2022. Nick Lapham seconded the motion. A vote was taken with all in favor. (Randy Stearns, Barry Norris and Charles Grover abstained.)*
- *Commissioner Parent made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 3 and November 8, 2022. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*
- *Administrator Hart sent an email regarding a letter from the Sheriff for the Diversion Deputy, and made copies to hand out. Please wait until end of tonight’s meeting to ask any questions on this item. An email was received from Richard Bates, Selectboard Chair from the Town of St. George about GIS and GIS Database Specialist, which Administrator Hart also forward the email and printed copies.*

IV. Budget Review:

- ***Please note: All votes taken at each Joint Commission & Budget Committee Budget Review Meetings on Departmental Budgets are “straw votes”, with the exception of the December 15, 2022 final vote on the 2023 Knox County Budget.***

Knox-Lincoln Cooperative Extension (Pg. 27)

Ryan LeShane, 4-H Youth Development Professional and Blueberry Cove 4-H Camp & Learning Center Director:

- Our request for 2023 is \$52,280, is a reduction of 8% in our grant request unlike the past eight (8) years. For 2023, we have been able to reduce our budget request by \$4,762. In 2022, KLCEA was

able to pay off our building loan, resulting in saving in monthly interest and principal payments. These savings are partially offset by increases in salaries for staff mandated at the State level, and the considerable rise in materials, services and energy costs that have occurred over the past year.

- As a volunteer on the Knox-Lincoln Counties Extension Association’s Executive Committee, I am proud of the significant work and educational experiences that the staff provides to citizens. Our staff recognizes the importance of serving the local people of our two (2) Counties, and the outstanding programs we provide. Our KLCEA Executive Committee has discussed how to meet the changing needs of our citizens inspiring Extension staff to be involved in the growing interest in sustainable living and demand for locally grown foods. Extension educators are involved in commercial agriculture, horticulture, and the Master Gardner program and so much more.
- Thousands of grant dollars are managed by our educators and includes programs for families. Maine Families Home Visiting – promotes safe and healthy growth development for pregnant families, babies and young children, while 4-H Youth Development empowers young people to reach their full potential through a wide variety of program focuses. These programs also support Fishermen and Aquaculture businesses to develop best practices and sound business plans. Review our Annual Report for updates on our educational programming.

Questions:

- **Nick Lapham** – Has a question for Finance Director Robinson. On the Budget Summary it says the Administrator proposal \$52,280 and then the 2022 Budget is \$57,042 and shows an increase/decrease \$0.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$52,280:

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$52,280:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

Knox-Lincoln Soil & Water District (Pg. 27)

Mark Hedrich, Chairman:

- We are a non-regulatory, not-for-profit agency, which has been working for over seventy (70) years to solve specific land-use problems, and provide conservation education programs, technical assistance to farmers, municipal officials and other local landowners and individuals.
- The District’s programs goals are achieved by providing conservation education material, workshops, educational programs, and one-on-one technical assistance to municipalities, farmers, landowners, schools, watershed associations and other organizations. Through the dedication and perseverance of our staff; conservation and technical assistance programs have advanced. The staff includes five (5) Supervisors and two (2) Associate Supervisors who serve as unpaid volunteers, one (1) part-time Program Manager, one (1) part-time Program Coordinator, one (1) part-time Office Manager 4 days a week and a part-time Conservation Technician. Examples of these efforts include the District working through the Maine Natural Areas Program to participate in USDA Natural Resources Conservation Service (NRCS) “Conservation Innovation Grant” projects, which work with local farmers and woodland owners to demonstrate how new

technologies can help agricultural producers develop and implement strategies for controlling invasive plant populations that impact production and/or natural resource values. Knox-Lincoln Soil & Water District is recognized state-wide for expertise in invasive plant identification, mapping outbreaks, and developing invasive management plans for property owners. We also conduct trainings in basic and advanced sediment/erosion control and septic systems; provide workshops on gravel road maintenance, tree pruning and so much more. The District has initiated a Conservation Landscape Certification Program, which helps landowners implement conservation practices through one-on-one assistance, and recognizes their accomplishments.

- Each year, the District faces challenges and new opportunities that need to be considered and addresses to provide pertinent programs and guidance to Knox County residents. Enclosed are our 2021 Annual Report and list of accomplishments in 2021, and highlights of the District’s activities during the year in Knox and Lincoln Counties.

Questions:

- **Bob Duke** – *Looking at your Financial Report for 2021 – You had a net income \$14,421.45, does that get rolled back in to following year?*
- **Mark Hedrich** – *Yes this does.*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$31,740:

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$31,740:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

Midcoast Council of Governments (MCOG) (Pg. 27)

Matthew Eddy, Executive Director:

- Midcoast Council of Government (*MCOG, formerly Midcoast Economic Development (MCEDD)*) is requesting funding of \$51,355 which is an increase from \$48,468 (\$1.25 per captia) based on the most recent U.S. Census (July 2021). This funding is to support planning and development services for Knox County communities, as well as regional planning services in the County’s region.
- Our Budget includes revenues from a series of sources. Overall, dues make up 18% of MCOG’s Budget. These are a critical part of our matching sources, enabling us to receive additional resources to assist Knox County communities. Specifically, the Municipal Technical Assistance program (including coastal zone monies) funded by the State requires a 40% match in dues resources (\$19,200). The Economic Development Administration requires a 1 to 1 match of funding or \$70,000 in dues commitment. Both of these programs provide direct and indirect services to communities (i.e. training, development of the annual EDA Comprehensive Economic Development strategy).
- Other support includes Community Development Block Grant (CDBG) and Northern Border Regional Commission (NBRC) grant assistance. The NBRC program has proven valuable in infrastructure projects in Knox County (i.e. Isle au Haut communications cable (funded); ferry terminal improvement (next round). Through these resources, we have or are providing several direct services to Knox County communities. Projects include:

- a) **Vinalhaven:** Assistance in Northern Border Regional Commission and Economic Development Administration grant programs funding up to \$7 million in down town improvement; amending the shore land zoning ordinance to comply with State law; amendment of their land use zoning codes to accommodate downtown residential development, accommodating commercial development in residential zones, development of site plan review standards to oversee that development and other associated minor changes and assisting with their comprehensive plan update assessments.
- b) **Union:** Assisting with a reuse development strategy for the Thompson Street Schools and assisting with the development of a new Steel-Pro manufacturing plant in the community (whom have outgrown their space in Rockland).
- c) **Thomaston:** Assisting with the Thomaston Green redevelopment process, as well as their Tax increment financing strategies.
- d) **Warren:** Assisting in their planning, community development and tax increment financing strategies in the wake of their significant Solar Panel development site.
- e) **St George:** Assisted in their enrollment and subsequent funding application to the State's Community Resiliency Program, as well as reaching out to neighboring communities to further their resiliency activities on a regional level.
- f) We have added GIS mapping services for the Mid Coast region. We will focus, in Knox County, on complimenting the already superb GIS system the County has developed.

Additional Projects since September 26th:

- a) **Vinalhaven, Thomaston, Union and Warren:** Work to continue into next year.
- b) **Isle au Haut:** Northern Border Assistance with the replacement of existing power and communication lines. Includes managing existing grant and identifying a new source for match and anticipated cost overruns after bids.
- c) **St. George:** Development of Lydar based assessment of climate change in conjunction with assessing local population vulnerability to both climate change and changes in the fishing industry. The Lydar assessment will enhance community participation through 3d visual presentations of impact and alternative mitigation planning. The project is a pilot for similar impacts felt by other communities in Knox County.
- d) **North Haven:** Will be assisting the Island in the update of their 2008 Comprehensive Plan.
- e) **Appleton:** Will complete the Comprehensive Plan update this fall.
- f) **Camden:** Assist in community engagement strategies in the Megunticook River dam and flow controls.
- g) **Rockland:** Income certification to establish eligibility for certain Community Development Block Grants.
- h) **Owls Head and So. Thomaston:** Comprehensive Plan updates.

Questions:

- **Gayle gallant** – *When we first started doing this at the County level, we started funding this for every Town in the County. At the time we hoped to see a lot of benefit doing this as a County. So far, I have not seen anything that crossed Town/City lines. Nothing that was a County level project. Should this be funded by the County because this is forcing all Municipalities to pay whether they want/or need this service. Should this go back to the original structure of going to the Cities.*
- **Matthew Eddy** – *Our intent is to develop a series of regional strategies and develop strategies on some regional levels. The example I can give you right now is that we are providing assistance to Midcoast Housing Trust. We are helping them develop an affordable housing program across the region. We are seeing more projects like that evolving. For the last few months we have been working on a copy of the strategic plan (handed out a copy). This will go to Board of Directors for approval. The areas we will focus on are trying to develop more*

detail of sub regional and regional strategies. I apologize for the last two (2) years, but I can promise you we are moving forward in a lot of mutual and sub mutual cooperative work.

- **Charles Grover** – *Last year during the presentation I was a hold out and finally said yes. Since that time, Thomaston has had a lot of opportunity to work with MCOG. This organization can help Towns with Grants and help with tips. They are as good as any law firm with tips. I would encourage us to let Mr. Eddy have some rope here. The Towns have to pick the phone up and call. Mr. Eddy won't have a chance to go to every Town, and ask how they can help, so the Towns have to contact MCOG for assistance. Part of the responsibility in using MCOGs services lies with us. I encourage the group to give them a shot.*
- **Commission Pohlman** – *Had opportunity to work with Matt. She would like to thank Charles for his comments as she absolutely agrees with him. It is a real resource to all of our Towns and Municipalities. Right now they are working with eleven (11) of our eighteen (18) Counties/Municipalities on a variety of very significant projects. This is a great example of the County investment that results in benefits. I am trying to reach out to the Towns/Municipalities in my District to let them know of the opportunity MCOG can provide.*
- **Commissioner Meriwether** – *In the last year since Matt has been there the outreach through emails, keeping us informed, and letting us know about Grant opportunities and projects. You have increased staffing which was a major issue.*
- **Bob Duke** – *I would like to commend Mr. Eddy for the brevity on his presentation. The services to more Towns show the reach they have. MCOG is just getting started and Mr. Eddy has hit the ground, and is doing a great job. At \$51,000, if you look at all the other things we are paying for it is a bargain. If we had our own Economic Department it would cost us four (4) times more than MCOG.*
- **Nick Lapham** – *How does DEI fit into an Economic Development model?*
- **Matthew Eddy** – *What we've been hearing is the issue of equity in terms of housing, equity in work force and workforce training. In terms of how our programs reach everybody. We were hearing our Seniors are being left out, competition of outside money coming in and buying up housing particularly long the coast displacing whole Communities, and how do we address that issue. That is really where the focus of DEI came in.*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's budget recommendation of \$51,355:

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator's budget recommendation of \$51,355:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

Knox County Mutual Aid Association (Pg. 27)

Rockland Fire Chief Chris Whytock, President of KCMAA, Camden Fire Chief Chris Farley & Vice President of KCMAA and Hope Fire Chief Clarence Keller & Secretary/Treasurer of KCMAA.

- The Towns within Knox County have seen a dramatic drop in our first responder membership. Our Volunteer numbers have declined well over 50% while our calls for service are increasing. This has forced all of our Towns to look at options, and find ways to not only replace the number of firefighters within our departments, but also keep the ones we have who are being asked to give more each year.

- The St. George Volunteer Firefighter and Ambulance Association (SGVFAA) have put years of prep work and planning into a training facility that is now up and operational on Route 73 in St. George. The Facility is a game changer for Knox County, and they have joined forces with the Knox County Mutual Aid Association in efforts to not only pay off the more than \$500,000 in debt still left on the \$785,000 price tag for the building, but to adapt our training as a County, and fire departments which will allow us to retain our firefighters and attract new candidates into our departments.
- We as an organization work to fundraise and pay down the debt incurred to train our firefighters we are asking the Budget Committee and the Knox County Commissioners to stand behind their first responders, and provide funding within the Knox County budget to cover insurance and maintenance costs up to \$9,000. The insurance quote five was \$5,000 annually plus a \$4,000 estimate for maintenance as we put the building through its paces, and train Knox County's firefighters and special rescue teams.
- We have committed to covering each other on days and evenings where Towns are traveling to St. George to take advantage of the site. We will begin hosting monthly trainings which will easier allow small groups from departments around Knox County to train in live fire situations as well as a variety of other skilled based classes designed to protect our Towns.

Questions:

- **Bob Duke** - *Is this going to be a onetime expense?*
- **Chris Whytock** – *We are hoping for a yearly contribution. With the insurance being the bigger piece, I am not sure if that will go up on a yearly basis.*
- **Bob Duke** – *Knox County Mutual Aid has been around for a long time. How has the mutual aid been funded in the past?*
- **Chris Whytock** – *The Association itself has a membership fee per Town. In last 5-10 years, we also have the Knox County Fire Training Academy in which hosts trainings, and we ask people for a small fee to attend those trainings. That really funds our Instructors and props and things. We do host Fire Academies for the County. We did one last year and we pushed through seventeen (17) certified Fire Fighters for the State of Maine. All of those were in our County. Waldoboro and Lincolnville are active with us as they are mutual aid partners.*
- **Nick Lapham** – *Do all Towns in Knox County belong?*
- **Chris Farley** – *Yes. This includes Islesboro as well. The training facility is a seven hundred (\$700,000) plus facility. The St. George Volunteer Fire Association took on the task of doing that.*
- **Gayle Gallant** – *I have been pushing for regional training for a long time for a lot of the smaller Towns. Because you guys give each other mutual aid, does this type of training facilitate them getting better at working together so that when they are doing mutual aid they know what to expect from the other Towns.*
- **Chris Farley** – *It's a multi-faceted thing. It's not just working together it's also knowing who people are. IT's good to see people at a training facility so they are not strangers.*
- **Barry Norris** – *The Chief alluded to the fact they have changed their style a little bit, and are offering training so fire fighters from various departments get together at the same time and train on different things. They are training members together from the whole County.*
- **Roger Peabody** – *It's a great program. Not having o travel so far we may see more interest.*
- **Chris Whytock** – *The burn rooms that are in the facility are lined with a product called Padgenite (this is in the panels.) The panels can take so much heat for so long, in upward to twelve hundred (1,200) degrees. Once you reach twelve hundred (1.200) a certain amount of time the Padgenite starts to deteriorate and has to be replaced. That is a bigger expense but they last a while if we maintain them well.*
- **Bob Duke** – *It seems like the mutual aid system should be regionally funded rather than funded by Town.*
- **Chris Farley** – *This is a very slow and painful process, but this is progress.*

- **Barry Norris** – I agree. Next year they may come in with a proposal that helps them even more because what they are doing helps everyone in Knox County. This is a great start.
- **Commissioner Pohlman** – I couldn't agree with Bob and Barry more. Moving forward this is a great example of regionalization. The work you are doing is critical. The training is so important. Would like have a continuing discussion further down the road for funding.
- **Shawn Levasseur** – Does the Mutual Aid Organization cover Ambulances, EMTs? Any training for that?
- **Chris Whytock** – We represent the fire side of that. Most of our department, if not all of them, has an EMS piece to it. There's a lot of money out there right now for EMS training.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's budget recommendation of \$9,000:

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator's budget recommendation of \$9,000:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

Building Maintenance - Courthouse (Pgs. 12-13)

Maintenance Manager James Hagan and Administrator Hart:

- The overall Budget for the Courthouse is up one (1%) percent over last year.
- **Telephone/Pagers** – We did a reorganization of phone lines in all the facilities. There has been savings because of that. We did have to move phone lines that went into elevators to Building Maintenance so that is the increase.
- **Electricity** – We are already at \$20,000. This is due to the rates going up again. We paid 22 (22) cents per kilowatt in January of 2022. In 2023 we will pay thirty three (33) cents per kilowatt. The lowest we will pay through all of 2023 will be nine (9) cents per kilowatt. In past years, we spent seventeen (17) in 2021. This is five (5) times what it was. We do have a couple twenty four (24) seven (7) facilities. We may have to increase this number a little more based off the last increase. We just got this news last night.
- **Sewer/Water** – Those are some projected increase
- **Cleaning/Maintenance** – Based off wage increases as proposed by Jim's contract. For him to retain and keep employees he has to increase wages. We have also increased the request to the State to reimburse us.
- **Rubbish/Shredding** – We added \$1,500 for hard drives to be shredded and \$1,250 for E-Waste. These have sensitive information on them, and need to be destroyed properly. The shredding vendor will come in one day, and spend 4-6 hours and shred 150 of those. Next year we will not have to request as much. Going forward will have this as annual maintenance. It could be anywhere from \$300-\$500.
- **E Waste** is old electronics - Any computers, monitors, mouse, computers themselves, really anything that is computer related. We have a bunch of these things that are in the IT room. We have a vendor that gives us a half a pallet to pile things on, they have a truck to come and pick it up and they will get rid of it.
- **Pest Control** – We reduced this because we removed ant treatment from the Courthouse.

- **Heating Fuel/Propane** - This is a decrease. We locked in at \$1.66/gallon for Propane, and last year we paid \$1.86/gallon. In the 2022 Budget we are a little above 2020-2021, because we locked in at \$0.99/gallon. Heating Fuel is going up.
- **Building Upgrade/Exterior Masonry** – We did the West elevation last year. The proposal this year to do front by Probate. We would do all three elevations in one (1) year, and take that out of ARPA Budget. Once this is all one we wouldn't have to do anything until 2029-2030. Then it would just be the maintenance of the caulking. If we did all at one would save money.

Questions:

- **Gayle Gallant** – *On the revenue part of it, the State janitorial is that a realistic step up for them?*
- **Administrator Hart** – *I would say it is. We are currently having discussions with the State. The State is on a July-June fiscal year and we are on a January –December calendar year Budget. Up until last year we had done a multi-year contract with the State. The pricing was pretty much the same every year. Last year, we had to go back to State for an increase. We approved the increase in the Budget, and then had to tell the State they had to come up with their increase. Their answer was we have to do a supplement Budget, at two (2) year Budget, we did not budget for it increase.so for the first six (6) months they said they were not going to reimburse us. It seems with them we have to do a two (2) year budget and have them incorporate the increase on their side.*
- **Bob Duke** – *Our reimbursement request is only a net amount, meaning whatever it costs us we ask that amount from the State?*
- **Administrator Hart** – *As far as the janitorial cleaning that is based on square footage. Then on other things it's a 50/50 reimbursement.*
- **Bob Duke** – *Is there any way to recover the money?*
- **Administrator Hart** – *What they said was we need to let them know prior to February or March of what the increase is going to be so they can incorporate this into their Budget.*
- **Bob Duke** – *Is that possible?*
- **Administrator Hart** – *Yes.*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's budget recommendation of \$435,420:

Questions:

-

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator's budget recommendation of \$435,420:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

Building Maintenance – KCPSB (Pg.14)

Maintenance Manager James Hagan and Administrator Hart:

- The overall KCPSB 2023 Budget is up 27%
- **Electricity** – This is up for the same reasons as the Courthouse
- **Cleaning/Maintenance** – Those are the same as the Courthouse
- **Wages**

- **Building Repairs/Maintenance**– If you look at 2021 we had to do repair around the building for the drainage and repair sewer line. This year we had a mold issue, and multiple backups in the building. The backups were covered under insurance. With the mold we had to clean all the duct work, clean all the offices which a company had to come in and complete that. We submitted claim to the Risk Pool and they denied the claim. They did offer a \$5,000 as a good faith gesture. Administrator Hart countered and asked them for more than that, and they came back with \$7,500. This is better than zero. That is why we are asking for what we’re asking for.
- **Electrical Repairs** – Trying to get an Electrician is like pulling your hair out. They do not come cheap any longer, especially Commercial Electricians.
- **Heating Repairs** – This is our contract with Siemens for the Public Safety Building. The system we have is a Honeywell which is not Siemens system. It is what the general contractor put in, and we have had numerous issues with this system. Currently it is working but we have to think about replacing it at some point.

Questions:

- **James Hagan** – *I had Siemens there yesterday. This is 2-3 hours of my time a week to go in there and rest the system. We may get a small bill. The Honeywell system is outdated. We cannot get parts any longer.*
- **Bob Duke** – *It is heating oil?*
- **Administrator Hart** – *We locked in at \$3.75/gallon, we were at \$2.75/gallon. We used to bid this out and we do not do that any longer. I now call four (4) Vendors to see what the price is. For budgeting purposes you have to lock it in.*
- **Electricity** – *This will probably be higher than what you have budgeted for.*
- **Administrator Hart** - *Yes. We will have to revise for all the facilities. The numbers we had in there were the ones when we first did the Budget.*
- **Shawn Levasseur** – *For electricity do you have the Standard offer?*
- **Administrator Hart** – *Yes.*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$105,001:

Questions:

-

In favor: 8 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 1 Shawn Levasseur

Abstained: 0

A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$105,001:

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

- **Administrator Hart** – *Reminder: Next Tuesday, November 22nd we have Waldo CAP and Penquis which are new request, Admin./IT, Finance, Debt Service and we have the ARPA page.*
- *On page 8 for ARPA there are two (2) items for Building Maintenance. One is the Masonry, repointing the East South and North elevation. (This will be the front and back steps.) That number will be \$114,550 from Knowles. The other item is the HVAC for \$175,900 which is the upgrade in Admin. section. This will be Andy’s office, Wendy’s office, the HR office and*

Main office. The piping and units are real close to ceiling so hard to work on system and change filters. Put this under the ARPA money to finish those two (2) projects. Do we want to vote on those now where Jim is here?

- **Phone system upgrade** - It is the original phone system. This proposal is to upgrade system for all County departments. In the past we did cut this out as we felt it wasn't that urgent at the time and now it's more of a high priority item.
- **Bob Duke** – *Mike made a good case. We should do these projects while we have ARPA funds.*
- **Barry Norris** – *The phone system is part of Public Safety issue.*
- **Finance Director Robinson** – *We do not have any alert system to go through the phones if something was going on in this building.*
- **Commissioner Meriwether** – *The \$175,000 for upgrade on HVAC system. The argument is not convincing to me. Jim can you make a better plead?*
- **James Hagan** – *The one in Wendy's office is the most critical and both drip pans are rotted and have to change tiles in her office frequently.*
- **Commissioner Meriwether** – *Ok I'm convinced.*
- **Bob Duke** – *You would be getting rid of all steam radiators. In Wendy's office this is a different situation? These funds coming out of still available funds?*
- **Administrator Hart** – *We need to upgrade so we have some zone control. There is no zone control in Wendy's office. Correct, this is balance from the available funds we have left.*
- **Randy Stearns** – *So this would not be affecting the Budget am I correct.*
- **Administrator Hart** – *Yes, correct. Do we want to approve this all the last night or tonight?*
- **Bob Duke** – *So there are other line items on this page that are going to have to be addressed?*
- **Administrator Hart** - *Yes, so when Kathy talks about the Finance budget next week she'll address her two (2) items that are listed under Finance.*
- **Bob Duke** – *Let's take a Straw vote.*

A consensus vote was taken by the Budget Committee on whether to approve the \$114,550 Courthouse Masonry, \$55,390 New Phone System and \$175,000 HVAC upgrade to be added to ARPA.

In favor: 9 (Roger Peabody, Shawn Levasseur, Bob Duke, Gayle Gallant, Charles Grover, Barry Norris, Randy Stearns, Nick Lapham, and Vera Roberts)

Against: 0

Abstained: 0

A consensus vote was taken by the Budget Committee on whether to approve the \$114,550 Courthouse Masonry, \$55,390 New Phone System and \$175,000 HVAC upgrade to be added to ARPA.

In favor: 3 (Commissioner Meriwether, Commissioner Pohlman and Commissioner Parent)

Against: 0

Abstained: 0

- **Commissioner Meriwether** – *Now there were other items like EMA and Corrections that we went through this discussion and did not take Straw votes.*
- **Administrator Hart** – *Yes. So you could do those next week.*
- **Bob Duke** – *Yes lets clean those up next week.*
- **Administrator Hart** – *Next Tuesday is our last meeting before the final meeting in December. Are there any Department Managers you would like to come back so you may ask questions?*
- **Bob Duke** – *Diversion Deputy – if we going to have a Diversion Deputy, and have them supervise based on the data we received from the Sheriff. If we are going to take a modest number of inmates that are on PreTrial out of the Jail, then I presume our staffing level will be lower. That is a question for the Sheriff and/or Corrections Administrator Wood. If I'm going to support this then I am looking for some type of offset, or a better grand plan.*
- **Commissioner Pohlman** – *Does the letter the Sheriff gave answer your questions?*

- **Bob Duke** – No, it helps but does not answer all my questions. I am looking for an offset cost.
- **Commissioner Parent** – Right now they are shorthanded. They have budgeted for full staff but they have to pay overtime. Because there is so much overtime your using if not more otherwise.
- **Nick Lapham** – So that offset would address that, right.
- **Bob Duke** – If we are hiring a person can we drop a Corrections Officer by one (1).
- **Gayle Gallant** – One biggest cost of the Jail is the cost of Health Insurance. Is this paid per inmate or are we always charged for full house.
- **Finance Director Robinson** – We have a contract amount that we have to pay per month.
- **Administrator Hart** - Our daily population factors in. They use a formula based on a daily population where if it exceeds that level or goes below that they will factor that.
- **Gayle Gallant** - So where I'm headed is if we have twenty-five (25) less people in there is that going to be accost savings because the cost of the insurance is going to drop?
- **Finance Director Robinson** – Our provider has to have a certain staff to accommodate us. That staff has to be paid in those costs. We had to change our medical provider for a host of reasons and regulations changes on what we were required to provide.
- **Charles Grover** – Everything the Sheriff put together in this analysis are statistics from Lincoln County. There are going to be mistakes. We are not going to be that refined for our first go round.
- **Bob Duke** – Lincoln County is very similar county to Knox County. This Diversion Deputy will help, but if they're trying to relieve them from the stress because they are down 11-12 people, if reducing the inmate population it takes that stress away, and I also see it takes some costs away. We are here for financial reasons; we're not here for warm and fuzzy. We need to have a better conversation about this.
- **Administrator Hart** - I will talk to Captain Wood but the Sheriff is out of state until after the holiday.
- **Commissioner Meriwether** – I understand your point. That department is already under stress from staffing. So to cut the Budget from one (1) position with an assumption that this new position is going to... I think they need to be given at least a year to see the impact. We are making assumptions that we are going to be fully staffed.
- **Bob Duke** – You don't think we should have a conversation, that's all I'm asking at this point. I am suggesting that they are just repurposing a position, and I think it's going to be a position that will be hard
- **Administrator Hart** – It's viewed they Deputy would be a law enforcement officer. That is what Lincoln County does. There is a good change this position could get filled by a current law enforcement officer.
- **Nick Lapham** – Just so I understand your question Bob, if we are short twelve (12) positions, your saying in an ideal world you'd only fill eleven (11) of those with one of those being the Diversion Deputy?
- **Bob Duke** – I'm not here to manage the department; this is all about dollars and cents. Does anyone here think we'll fill eleven (11) positions by the end of the year?
- **Administrator Hart** – My question is, what does the DOC require you to have for adequate staffing or mandated or required staffing. DOC might say you have to have a certain amount of Correction Officers for this many inmates. So you only want the Captain next week?
- **Gayle Gallant** – Are we going to get new numbers on Communications?
- **Finance Director Robinson** – There are quite a few adjustments that are happening that's why we did provide an update tonight. The goal is we will have an update on everyone's desk when you come in next week.

Adjourn

- **Bob Duke made a motion to adjourn the meeting. Barry Norris seconded the motion. A vote was taken with all in favor.**
- **Commissioner Pohlman made a motion to adjourn the meeting. Commissioner Parent seconded the motion. A vote was taken with all in favor.**

The next Joint Quarterly Budget Committee & Commission Meeting will be held on November 22nd

@ 5:00 P.M.

The meeting adjourned at 6:40 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Budget Committee and Knox County Commission approved these minutes
at the Joint Meeting held on November 22, 2022.**