

**KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

**Joint Commission & Budget Committee Review Meeting
Knox County Commission and Budget Committee**

Thursday – October 29, 2020 – 5:00 P.M.

A Joint Commission and Budget Committee Review Meeting was held on Thursday, October 29, 2020, at 5:00 P.M., via ZOOM Meeting. 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 Commissioner Sharyn L. Pohlman, District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, EMA Director Ray Sisk, Administrative Programs Coordinator Candice Richards, Building Maintenance Supervisor Jim Hagan, Maine Real Estate Management Jesse McCue and Paul Cook and Communications Director Robert Coombs.

Budget Committee members present: Chair Bob Duke, Gayle Gallant, Shawn Levasseur, Roger Peabody, Randy Stearns, Charles Grover, Thomas Marshall, Jr, and Nick Lapham.

Absent: Barry Norris

**Joint Commission & Budget Committee Review Meeting
via ZOOM
Thursday – October 29, 2020 – 5:00 P.M.**

Please click on the link below for the ZOOM Meeting/Public comment
<https://zoom.us/j/95262232629>

Please use the link below for Town Hall Streams to finish watching the meeting.
https://townhallstreams.com/stream.php?location_id=50&id=33083

- I. 5:00 Meeting Called To Order** (Chair Shawn Levasseur for the Knox County Budget Committee, Commission Chair Sharyn Pohlman for the Knox County Commission)
- II. 5:01 Public Comment**
- III. 5:05 Approve Minutes**
 - 1. Minutes of the Joint Budget Meeting of October 22, 2020
- IV. 5:10 Budget Review**
 - 1. Building Maintenance - Courthouse
 - 2. Building Maintenance - KCPSB
 - 3. Communications
 - 4. Emergency Management Agency
 - 5. Finance
- V. Adjourn**

I. Meeting Called to Order

The October 29, 2020 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Shawn Levasseur and Commissioner Chair Sharyn Pohlman at 5:01P.M.

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

II. Public Comment

None.

III. Approve Minutes

1. Minutes of the Joint Commission and Budget Committee Review Meeting of October 22, 2020.

- *Nick Lapham made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of October 22, 2020 as amended. Bob Duke seconded the motion. A vote was taken with all in favor.*
 - *Commissioner Meriwether made a motion to approve the amended Minutes of the Joint Commission and Budget Committee Review Meeting of October 22, 202 as amended. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*
- ***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 10, 2020 final vote on the 2021 Knox County Budget.***
- Administrator Hart spoke: After each Budget Review Kathy and Andy make notes and discuss what was talked about and questions posed. On Friday, October 23rd an email was sent to the Department Managers based on the discussion the Budget Committee and Commissioners had asking them to look at the one time purchases that were proposed in the 2021 Budget, to see if any of those could be made in the 2020 Budget because of the apparent savings we have in the 2020 Budget due to COVID. There has been quite a bit of back and forth between Departments and Kathy and Andy about that. We have seen some savings in the Budget, but are still looking at additional information and numbers.
 - We received our Health Insurance Premium increase for 2021. Last week we talked about we have budgeted 10% for Health Insurance, 10% for Workers Comp. and 10% for Risk Pool, and that is done every year for a budgetary number. At some point during the Budget we receive actual figures for increased for those mentioned.
 - The Health Trust Board met late last week and Andy was notified that the Health Trust Board for smaller municipalities and Counties receive a 0% increase. Knox County is self-rated, we are a larger group where we have in excess of 120 employees and are part of the Risk Pool. Due to COVID they have decided to use Reserves to cap the amount of the increase. Knox County came in at 2% increase over last year which is significant savings from last year.
 - A question was being asked about the 27th pay period had for an impact for the Budget this year and what that would mean. Kathy did some calculations with all Departments excluding the Airport and Communications; it’s about \$188,500 increase. If we did not have that our Budget last week would have been 3.41%.
 - Where we do not have Workers Comp. yet as we are waiting for something in writing for confirmation. Risk Pool we are not sure when we will receive that and there is other information we are waiting on. We are hoping next Thursday, at the November 5th meeting. We are hoping to come in at 3% increase instead of the proposed 10% increase.
 - A Budget Committee member asked if it would be possible to look at a line item (*when we get new Budgets*) that breaks out Health Care costs across the whole County, and Wages and Benefits across the whole County. So we can see one lump sum number or is that avail in some other form? Would like to see a total for each Department by Wages, Salaries & Benefits so we could see this as one line item.

- Kathy commented that if you look at the Administrator Proposal page 7, it is broken down between Personnel Services, Contractual Commodities and it's individually listed by Departments so it groups all of Personnel Services together.
- Kathy also noted that on the conversation we had about Health Insurance and being a benefit to Employees, we do benefits statements to Employees that outline their Benefit package compared to their salaries. When we are sitting in Union Negotiations, which are very extensive, constantly compare our benefits with other agencies, and use that as a bargaining tool as to why we are not on the high end of any pay scale. So we always need to keep that in the back of our minds when we are talking about Health Insurance as we use that extensively.
- A Budget Committee Member asked about the new estimated 3% increase. Does that include the potential savings by using the 2020 reduction in Budget towards the 2021 projects?
- Administrator Hart replied you will have that answer in next week's meeting.

1. Building Maintenance - Courthouse (Pgs. 10-11)

- The total Budget has increased by \$37,323 (10.0%) under the 2020 Budget.
- Contractual has increased by \$60,471 (30.0%).
- Cleaning has increased by \$35,000 and Maintenance has increased by \$20,000. The current contracts will expire December 31, 2020, and have been placed out to bid. These numbers will be reviewed and will be changed as the Budget process proceeds. These were estimates that were provided by our current vendor so to have the numbers for placeholders within the Budget.
- Heating Repairs and Maintenance is the actual annual contract that we have with Siemens.
- Commodities have increased by \$1,458 (7.0%). The increase is because of the projected increase in the annual fuel consumption, and also a replacement desktop for the Maintenance Office.
- Revenue has increased by \$24,606 (34.0%). The reason for this is the projected increases in State reimbursement for cleaning (Janitorial) and Maintenance (Building Maintenance/Management).

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator's Budget recommendation of **\$425,031**:*

In favor: 6 (Gayle Gallant, Tom Marshall, Jr., Roger Peabody, Bob Duke, Charles Grover, Shawn Levasseur)

Against: 0

Abstained: 2 (Nick Lapham, Randy Stearns)

*A consensus vote was taken by the County Commission on whether to approve the Administrator's Budget recommendation of **\$425,031**:*

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

Against: 0

Abstained: 0

2. Building Maintenance - Public Safety Building (Pg. 12)

- The total Budget has decreased by \$102,092 (-49%) under the 2020 Budget. The main reason for this decrease is that the exterior drainage and floor replacement/repair project is being done in 2020 and was a one-time expense.
- Contractual has increased by \$12,184 (18.0%).
- Cleaning has increased by \$10,092 (51.0%). The current contracts will expire December 31, 2020 and have been placed out to bid. These numbers will be reviewed and will be changed as the Budget process proceeds. These were estimates that were provided by our current vendor so to have numbers for place holders within the Budget.

- Capital has a decrease of \$130,000 (-88.0%) as this project is being completed in this year (2020).

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$105,529:

In favor: 7 (Gayle Gallant, Shawn Levasseur, Roger Peabody, Bob Duke, Charles Grover, Randy Stearns, Tom Marshall, Jr.)

Against: 0

Abstained: 1 (Nick Lapham)

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$105,529:

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

Against: 0

Abstained: 0

3. Communications (Pg. 27-30)

- The Budget has increased by \$13,647 (1.0%) over the 2020 Budget.
- Personnel Services including wages and benefits account for this increase as was explained in the general overview of the Proposed Budget.
- Capital has decreased by \$28,188 (-100%) as there is no Capital Projects slated for 2021. Capital is scheduled for the 2022 and 2023 Budgets.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$1,296,330:

In favor: 7 (Gayle Gallant, Tom Marshall, Jr., Randy Stearns, Bob Duke, Roger Peabody, Charles Grover, Shawn Levasseur)

Against: 0

Abstained: 1 (Nick Lapham)

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$1,296,330:

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

Against: 0

Abstained: 0

4. Emergency Management Agency (Pg. 16)

- This Budget has increased by \$27,768 (6.0) over the 2020 Budget.
- Under Personnel Services, the Geospatial Database Manager hours have increased from 30 to 36 hours as well as the additional pay period that was explained in the general overview of the Budget.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$120,291:

In favor: 7 (Gayle Gallant, Bob Duke, Roger Peabody, Charles Grover, Shawn Levasseur, Randy Stearns, Tom Marshall, Jr.)

Against: 0

Abstained: 1 (Nick Lapham)

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$120,291:

In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)
Against: 0
Abstained: 0

5. Finance (Pg. 17)

- The Budget was increased by \$8,927 (3.0%) over the 2020 Budget.
- Personnel Services including wages and benefits account for this increase as was explained the general overview of the Proposed Budget.
- Will have some Revenue offset with work related to Airport (*CARES Act*).

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$313,789:

In favor: 7 (Gayle Gallant, Tom Marshall, Jr., Randy Stearns, Bob Duke, Roger Peabody, Charles Grover, Shawn Levasseur)
Against: 0
Abstained: 1 (Nick Lapham)

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$313,789:

In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)
Against: 0
Abstained: 0

6. Adjourn

- *Nick Lapham made a motion to adjourn the meeting. Roger Peabody seconded the motion. A vote was taken with all in favor.*
- *Commissioner Meriwether made a motion to adjourn the meeting. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*

The next Joint Quarterly Budget Committee & Commission Meeting will be held on **November 5th @ 5:00 P.M.**

The meeting adjourned at 6:25 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Budget Committee and Knox County Commission will approve these minutes at the Joint Meeting held on November 5, 2020.