

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – November 10, 2020 – 2:00 P.M.**

The Regular Meeting of the Knox County Commission was held on Tuesday, November 10, 2020, at 2:00 P.M., via Google Meets conference call, 62 Union Street, Rockland, Maine.

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

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Communications Director Robert Coombs, Maintenance Manager Jim Hagan, Chief Deputy Patrick Polky. Systems Administrator Mike Dean EMA Director Ray Sisk and Prosecutorial Assistant/Investigator Shane Riley.

Others: Superior Floor Care, Jessica Conary and Maine Real Estate Management, Jesse McCue

*Absent: Register of Probate Elaine Hallett, Register of Deeds Maddy Cole, Interim Jail Administrator Bob Wood, and District Attorney Natasha Irving.*

## **Regular Meeting – Agenda** **Tuesday – November 10, 2020 – 2:02 P.M.**

### **I. 2:00 Meeting Called to Order**

### **II. 2:15 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

### **III. 2:05 Consent Items**

1. Approve Consent Items as Presented:
  - i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature.
  - ii. Minutes of Special Commission Meeting of September 21, 2020.
  - iii. Minutes of Special Commission Meeting of September 29, 2020.
  - iv. Minutes of Special Commission Meeting of October 2, 2020.
  - v. Minutes of Regular Commission Meeting of October 13, 2020.
  - vi. Monthly Written Departmental Reports.
  - vii. Warrants.
  - viii. Reserve Withdrawals.

### **IV. 2:10 Action Items**

1. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for William Clifford, LRC Developments, LLC d/b/a Bill's Original Kitchen to Operate a Snack Shop in the Airport Terminal.
2. Act to Authorize County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2021.
3. Act to Approve Reappointments to the Knox County Board of Assessment Review.
4. Act to Appoint a Commissioner to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA), and as a Director on the Board of the Maine County Commissioners Association (MCCA) Self Funded Risk Management Pool for 2021.
5. Act on Interest to be Charged to Municipalities on 2020 Dispatch Fees Paid Late.
6. Act to Close the Knox County Administrative Offices for the Christmas and New Year's Holidays.

### **V. 2:30 Discussion Items**

1. Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.
2. Update on the Jail HVAC Project.
3. Update on Airport HVAC Project
4. Other

### **VI. 2:45 Other Business**

**VII. Adjourn**

**I. Meeting Called to Order**

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:02 P.M.

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

**III. Consent Items**

**1. Approve Consent Items as Presented:**

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  - i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature.
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  - v. Minutes of Regular Commission Meeting of October 13, 2020.
  - vi. Monthly Written Departmental Reports.
  - vii. Warrants.
  - viii. Reserve Withdrawals.

#1. **Warrant Authorization for December 2019 through August 2020 in the amount of \$7,072,132.98.**

The Commission was provided all of the background for this Warrant Authorization in previous meetings and approved it.

The Commission Meeting notes and approval did not include a dates and amount.

- *A motion was made by Commissioner Meriwether to Approve the Warrant Authorization for December 2019 through August 2020 in the amount of \$7,072,132.98. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#2. **Warrant Authorization for September 2020 and October 2020 in the amount of \$1,851,306.20.**

Please find enclosed all of the background for this Warrant Authorization. This is the first time for the Commission to review this packet.

- *A motion was made by Commissioner Meriwether to Approve the Warrant Authorization for September 2020 and October 2020 in the amount of \$1,851,306.20. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#3. **Reserve Authorization for March 2020 through June 2020 in the amount of \$124,986.58.**

The Commission was provided all of the background for this Reserve Authorization in previous meetings and approved it. The Commission Meeting notes and approval did not include dates and amount.

- *A motion was made by Commissioner Meriwether to Approve the Reserve Authorization for March 2020 through June 2020 in the amount of \$124,986.58. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#4 **Reserve Authorization for August 2020 through October 2020 in the amount of \$46,182.32.**

Please find enclosed all of the background for this Reserve Authorization. This is the first time for the Commission to review this packet.

- *A motion was made by Commissioner Meriwether to Approve the Reserve Authorization for August 2020 through October 2020 in the amount of \$46,182.32. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- Going forward starting next month, the Commission will receive a Summary Page and the backup for each month for both Warrant and Reserve Withdrawals until we go back to physically signing the authorizations as was done prior to COVID-19 and meeting virtually.
- *A motion was made by Commissioner Meriwether to Approve the 1-6 Consent Items as presented with the October 13<sup>th</sup> Meeting Minutes Amended. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#### IV. Action Items

1. **Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for William Clifford LRC Development, LLC d/b/a Bill's Original Kitchen to Operate a Snack Shop in the Airport Terminal.**

The restaurant space at the Airport was vacated in October by the Salty Owl. Bill Clifford, former owner of "Bill Clifford's Original Kitchen" in Kittery, ME has expressed interest in reviving his franchise in the recently vacated space. Initially it would be a take-out snack shop through the COVID period, and then transition possibly into sit-down venue in the future. Enclosed is the draft Concessionaire Agreement for review, approval, and authorize for the County Administrator to sign. This was drafted and reviewed by legal counsel.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for William Clifford LRC Development, LLC d/b/a Bill's Original Kitchen to Operate a Snack Shop in the Airport Terminal. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. **Act to Authorize County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2021.**

This is an annual authorization. The AIP Grants are advertised, bid, selected and executed in accordance with FAA guidelines and restrictions. Selections are based on the lowest 'reasonable and responsible' bid, so there are no 'County Options' associated with their processes. The anticipated projects for 2021: Purchase of a Front Mounted Broom and Converting the Western Star's Roll-Over Plow to a Displacement Plow. The 2020 AIP Project that we had hoped to Accomplish in 2020 has been delayed until 2021, but we have already signed the Grant application which is the development of the new hangar area (taxiway connections). As usual, we expect to use our \$1M/year of entitlement (90%) and the State and County would each contribute \$55.6K (5% each).

- *A motion was made by Commissioner Parent to Act to Authorize County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2021. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

3. **Act to Approve Reappointments to the Knox County Board of Assessment Review.**

Every November several of the Knox County Board of Assessment Review Board Members come up for reappointment when their term ends on November 5th of that year. This year Thomas Laurent and James (Jim) Murphy Jr. need to be reappointed to another term ending November 5, 2023. Both Thomas and Jim want to continue on the Board. A copy of the membership list is in the packet.

- *A motion was made by Commissioner Parent to Act to Approve Reappointment of Thomas Laurent and James (Jim) Murphy to the Knox County Board of Assessment Review. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. **Act to Appoint a Commissioner to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA) Self-Funded Risk Management Pool for 2021.**

The Commission has been asked by MCCA to appoint a Commissioner to serve on the MCCA Board prior to their annual meeting in January. At the same time, the Commission should also go ahead and appoint a Commissioner to the Risk Pool. Commissioner Maines is currently filling both duties. The MCCA by-laws state in Article IV, *Elections and Terms of Office*, Section 1, *Board of Directors*, of the Maine County Commissioners Association Bylaws states that each County Commissioner and the President of each Association named in Article III, Section 2 by December 1 of each year shall be notified to caucus and elect a Director for the coming year from their county or association to serve as a Director on the Board of the Maine County Commissioners Association. Section 1 of Article IV of the Bylaws further states, "*The Chairman of the Board of County Commissioners of each county and the President from each Association shall inform the Executive Director of the Board's nominee at least two weeks before the annual meeting. The Executive Director will advise all County Commissioners and the President from each Association of the entire list of proposed Directors at least one week before the annual meeting.*"

Also, the Commission will need to appoint Administrator Hart as a proxy for both the MCCA Board of Directors and the MCCA Risk Pool Board of Directors as the representative to vote on behalf of Knox County in the absence of the Commissioner so appointed.

- *A motion was made by Commissioner Parent to Act to Appoint Commissioner Pohlman to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA) Self-Funded Risk Management Pool for 2021, and Administrator Andrew L. Hart was Appointed as the Proxy for both the MCCA Board of Directors and the MCCA Risk Pool Board of Directors as the Representative to Vote on Behalf of Knox County in the Absence of Commissioner Pohlman. The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

5. **Act on Interest to be Charged to Municipalities on 2020 Dispatch Fees Paid Late.**

This year there is one (1) municipality being charged interest for paying their Dispatch fees late: The Town of Isle Au Haut. Finance Director Kathy Robinson has prepared an approval form, which the Commission will sign to approve so that the interest can be charged to the municipality. Attached is the spreadsheet that shows the amount of interest for the one municipality and will be the document that the Commission will be signing.

- *A motion was made by Commissioner Meriwether to Act on Interest to be Charged to the Town of Isle au Haut for 2020 Dispatch Fees Paid Late in the amount of \$2,412.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**6. Act to Close the Knox County Administrative Offices for the Christmas and New Year's Holidays.**

Clerk of Courts Eileen Bridges has informed Administrator Hart that the State Courts will all be closed all day for the Christmas Eve Holiday on Thursday December 24, 2020. They also will be closed at 12:00 Noon on New Year's Eve, Thursday December 31, 2020. Administrator Harts recommendation to the Commission is to consider for approval for an "Administrative Closing" for all day on Thursday December 24, 2020 and close at 12:00 Noon on Thursday December 31, 2020. This will not be considered a holiday, but rather an Administrative closing. This closing for Christmas Eve and ½ day closing for New Year's Eve would be a one-time approval, and any future recommended closings would be brought back to the Commission for review and approval.

- *A motion was made by Commissioner Parent to Act to Close the Knox County Administrative Offices All Day on Christmas Eve and at Noon on New Year's Eve. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**V. Discussion Items**

**1. Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.**

- The Selectmen have approved the Draft that was our final Draft. Hopes are that on November 30<sup>th</sup> will have a new Agreement in place.
- The meeting will be in the large office downstairs in the Owls Head Town Office on November 16th. Commissioner Meriwether will be attending that meeting.
- The FAA gave their approval of the Draft that the County presented. There was "give" and "take" on both sides.
- The Agreement is scheduled to go to Public Hearing which is scheduled for November 16<sup>th</sup> at 3:00 P.M. at the Town Office.
- The Special Town Meeting is scheduled for November 30<sup>th</sup> at 6:00 P.M. This will be held downstairs.
- Administrator Hart provided questions that went to the Town Attorney, Ben McCall as well as the response memo that Ben McCall provided back to the questions asked.
- Commissioner Meriwether will be attending the Meeting on November 30<sup>th</sup>.

**2. Update on Jail HVAC Project.**

- We are moving forward, in process working with Siemens. Plan to do 3 or 4 options if can financially do that.
- Initially had a lot more than we thought we had to do. We have looked at some other options, ended up doing a walk thru with Gary Robinson from Siemens, Jim Hagan and Bob Wood which went very well.
- With the underground oil tank passed the inspection which put one part of project off. (As far as replacing the tank) Replacing the tank will be down the road.
- Once Budget is approved will be moving along faster. Hopefully the HVAC will be done by Summer of 2021.

**3. Update on Airport HVAC Project.**

- A compressor blew up at the Airport today.
- FAA Agreed could go through operations & maintenance. So the only component we have to meet through that is by American and Siemens does that. This will be the third project they have worked on.
- Received a letter of intent that Andy will be signing. That signed letter will initiate an Audit, and Siemens will come in and go through the entire facility including equipment that needs to

be replaced at the Airport. This entire job will be put out to bid. Funding for this will be through the CARES Act.

**4. Other**

- The Janitorial Bids and Building Maintenance Bids (*3 year contracts*) were resent out on November 5<sup>th</sup> and are due back on Tuesday, November 17<sup>th</sup>. The Commissioner’s will need to approve those Bids at the Regular Commission Meeting on December 8<sup>th</sup>.
- Commissioner Meriwether stated that a first and second is not needed in the Motion and Second to Adjourn (*during a Budget Committee meeting with the Commission*) a Meeting. She asked how the other Commissioners felt.
- After some discussion it is agreed that at the least the Chair should say “Motion to Adjourn”. Administrator Hart said he would double check on this subject.
- The Sheriff pulled up “Roberts Rules” up the rule and presented the quote “*The body has completed the scheduled order of business at a meeting and there is no further business for the assembly to consider at that time, the Chair may simply declare the meeting adjourned without a Motion having been made.*”
- Administrator Hart said both Budget Committee & Commission Chairs should Adjourn the meeting, but no firsts and seconds need to be taken. He will research which way is the correct way to approve the Motion.

**VI. Adjourn**

- *A motion was made by Commissioner Pohlman to adjourn the meeting.*

The regular meeting adjourned at 3:19 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on December 8, 2020.**