

# KNOX COUNTY COMMISSION KNOX COUNTY BUDGET COMMITTEE

## Joint Commission & Budget Committee Review Meeting

**Knox County Commission and Budget Committee      Thursday – November 12, 2020 – 5:00 P.M.**

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A Joint Commission and Budget Committee Review Meeting was held on Thursday, November 12, 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, Jr., 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, Sheriff Tim Carroll, Systems Administrator Michael Dean and Airport Manager Jeremy Shaw.

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

*Absent: Barry Norris*

**Others in Attendance:** Wendy Roberts KLCEA Executive Committee Member, Craig Currie KLCEA Board Member, Esperanza Stancioff KLCEA Climate Change Educator, Mark Hedrich KLSW Chairman of the Board.

**Joint Commission & Budget Committee Review Meeting  
Commission Hearing Room  
Thursday – November 12, 2020 – 5:00 P.M.**

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| <b>I.</b>   | <b>5:00</b> | <b>Meeting Called To Order</b> (Chair Shawn Levasseur for the Knox County Budget Committee, Commission Chair Sharyn Pohlman for the Knox County Commission)                |
| <b>II.</b>  | <b>5:01</b> | <b>Public Comment</b>  |
| <b>III.</b> | <b>5:05</b> | <b>Approve Minutes</b><br>1. Minutes of the Joint Budget Meeting of November 5, 2020   |
| <b>IV.</b>  | <b>5:10</b> | <b>Budget Review</b><br>1. Knox-Lincoln Cooperative Extension (Pg. 23)<br>2. Knox-Lincoln Soil & Water (Pg. 23)<br>3. Airport Security (Pg. 26)<br>4. Airport (Pgs. 24-25) |
| <b>V.</b>   | <b>5:35</b> | <b>Discussion Items</b><br>1. General Discussion of the 2021 Budget  |
| <b>VI.</b>  | <b>5:40</b> | <b>Final Vote on all Departmental Budgets (in preparation for Public Hearing)</b>  |
| <b>VII.</b> |             | <b>Adjourn</b>   |

### **I. Meeting Called to Order**

The November 12, 2020 Joint Commission and Budget Committee Review Meeting was called to Order by Budget Committee Chair Shawn Levasseur and Commissioner Chair Sharyn Pohlman at 5:03 P.M.

**II. Public Comment:**  
None.

**III. Approve Minutes**

1. Minutes of the Joint Commission and Budget Committee Review Meeting of November 5, 2020.
  - *Bob Duke made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 5, 2020. Randy Stearns seconded the motion. A vote was taken with all in favor*
  - *Commissioner Meriwether made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 5, 2020. Commissioner Parent 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 received an email from Rick Bates in regards to MCEDD. He forwarded the email to the Commissioners & Budget Committee.

**IV. Budget Review:**

**1. Knox-Lincoln Cooperative Extension:**

*Craig Curry KLCEA Board Member, Wendy Roberts Member KLCEA Executive Committee for KLCEA and Jennifer Doherty KLCE Program Manager spoke:*

- On March 20, 2020 a Maine Farm & Seafood Products Directory became available to the Public, in light of the COVID-19 outbreak and related physical distancing guidelines. Please visit the website <https://extension.umaine.edu/agriculture/farm-product-and-pickup-directory/>
- Maine Families Parent Education is a critical link for new and expectant parents. This is an essential service for families as they navigate social isolation, economic uncertainty, the challenge of balancing work without childcare, and other unique stressors brought on by COVID -19. Between March and July, 418 virtual visits were provided to over 100 local families and 91% of these families were connected with a community resource.
- Alliance for Maines’ Marine Economy has gone virtual and is hosting the series: Pandemic Pivot, Innovation and Resilience in Maines’s Seafood Community. Industry members share how COVID-19 has impacted their businesses and what innovative strategies they are using to adapt to the changing markets and consumer needs.
- The Marine Extension Team is also developing BUOY MAINE; rising together during the COVID-19 pandemic and beyond. BUOY MAINE helps to foster innovation and entrepreneurship to support Maine’s working waterfront and coastal communities.
- 4-H Staff quickly shifted to online virtual meetings and events as soon as the pandemic broke out. The Maine 4-H Public Speaking Tournament was held as a live, virtual event. This has served 28 youth from 12 counties;8 from Knox-Lincoln. Increased confidence was reported by 85% of youth, 58% stated it helps them in school, 100% anticipate using public speaking in their future careers.
- Maine 4-H Summer Learning Program serves over 100 youth with 50 hands-on workshops and activities led by 4-H Staff, Volunteers and youth.
- A surge in home gardeners and brown tail moth has increased client calls by 50%. To address the demand, weekly virtual office hours are held, tag-team with other Extensions offices to handle weekend calls, and the state-wide horticulture team has developed four (4) unique on-line gardening series. Please view the website <https://extension.umaine.edu/gardening/>. Topics include: fruits,

vegetables, water , soil management, pollination, integrated pest management, harvest and storage. These programs complement the on-line classes for food preservation.

- Present the 10<sup>th</sup> year of Signs and Seasons in 2020: A New England Phenology Program. Some reorganizing has been done for our normal in-person trainings into three online sessions via live webinars, which are now on the SOS website. <https://extension.umaine.edu/signs-of-the-seasons/training/>. The resisted approach allows volunteers to be able to get outside in their own backyards, local parks, etc. while still continuing to contribute meaningful data to researchers safely and still abide by social distancing needs. The enthusiasm has shown a 40% increase in data entry this year over last year.

***A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$57,042:***

*In favor: 8 (Bob Duke, Shawn Levasseur, Gayle Gallant, Roger Peabody, Nick Lapham ,Charles Grover, Tom Marshall, Jt. and Randy Stearns)*  
*Against: 0*  
*Abstained: 0*

***A consensus vote was taken by the County Commission on whether to approve the Administrator’s Budget recommendation of \$57,042:***

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

## **2. Knox-Lincoln Soil & Water**

*Mark Hedrich – Chairman of the Board spoke:*

- KLSW is 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.
- KLSW’s goals are achieved by providing conservation education materials, workshops, educational programs and one-on-one technical assistance to municipalities, farmer’s, landowners, schools, watershed associations and other organizations.
- Ongoing conservation education and technical assistance programs have advanced through the dedication and perseverance of the staff. The staff is compiled of five (5) Supervisors, and two (2) Associate Supervisors who serve as unpaid volunteers, two (2) Part time Programs Managers, a Part time Administrative Assistant who coordinates District activities and oversees the office, a Part time Conservation Technician who develops nutrient management plans for farms, and assists local residents with their natural resource needs /concerns through providing technical assistance, along with enthusiastic volunteers.
- The Maine Natural Areas Program has selected the District to participate in a USDA Natural Resources Conservation Service (NRCS) “Conservation Innovation Grant” project again this year. This works with woodland owners and local farmers to demonstrate how new technologies can help agricultural producers develop and implement strategies for controlling invasive plant populations that may impact production.
- The District is also continuing its “Beginning Farmer/Gardener Workshop” series, which includes topics of value to our local farming community. The District is working with NRCS for providing outreach for a National Water Quality Initiative project to improve water quality in the Sheepscot/Dyer River Watershed.
- The “Farmer in the Classroom” for 4<sup>th</sup> grade students is continuing.
- Through funding from the Maine Department of Agriculture, Conservation and Forestry the District conducts outreach about threats associated with invasive forest pests.
- Each year the District faces increased challenges and new opportunities that need to be considered/addressed to provide programs and guidance.

- What happens to the funds that are left over at years end? Those funds carry into other programs and keep expanding.
- A description is requested to be sent to Andy.

***A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$30,288:***

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

***A consensus vote was taken by the County Commission on whether to approve the Administrator’s Budget recommendation of \$30,288:***

*In favor: 2 (Commissioner Pohlman and Commissioner Parent)*  
*Against: 0*  
*Abstained: 1 (Dorothy Meriwether)*

**3. Airport Security**

*Sheriff Tim Carroll spoke:*

- This Budget has 100% of all cost will be submitted and reimbursed through the CARES Act funding. *(This is a 100% reimbursement)*
- Personnel Services increased by \$5,249 (3%)
- Contractual has increased by \$8,039 (258%). This is due to the need to have four (4) Airport Certified Employees complete the Law Enforcement (AAAE) Training. This training is a lot of Federal Law and this should bring them up to speed.
- Capital has increased by \$36,000 (100%). This increase is to purchase a new 2021 vehicle for the Airport Security to use at the Airport
- The law requires Law Enforcement to be present at all departures of flights. *(7:30 A.M. – 4:00 P.M.) (Have to be a sworn in Law Enforcement Officer that has arrest powers and authorities for those positions.)*

***A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$0.00 (\$216,144.00 in Expenditures and Revenue)***

*In favor: 6 (Bob Duke, Gayle Gallant, Roger Peabody, Charles Grover, Randy Stearns and Thomas Marshall, Jr.)*  
*Against: 1 (Shawn Levasseur)*  
*Abstained: 1 (Nick Lapham)*

***A consensus vote was taken by the County Commission on whether to approve the Administrator’s Budget recommendation of \$0.00 (\$216,144.00 in Expenditures and Revenue)***

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

**4. Airport**

*Airport Manager Jeremy Shaw spoke:*

- This Budget has 100% of all cost will be submitted and reimbursed through the CARES Act funding. *(This is a 100% reimbursement)*
- Personnel Services has increased by \$7,441 (2%)
- Contractual has increased by \$77,530 (53%)

- Legal has increased due to multiple reviews of Contracts, Agreements and CARES Act projects etc.
- Internet/Webhosting has increased \$20,520 for the internet “hub” and is for a year’s worth of service (12 months x \$1,710). The remaining \$2,064 is the monthly cable portion.
- Runway Maintenance has increased as we need to stock up on runway salt and make electrical repairs to the lights
- Advertising has increased for ads and marketing to promote the Airport as well as its vendors and partners.
- Equipment repairs and Maintenance has increased as there are many repairs that occur to the plows and mowers throughout the year
- Grounds Maintenance has increased as there are landscaping enhancements that are needed to be done.
- Plumbing Repairs and Maintenance has increased to replace failed fixtures within the terminal.
- Commodities have increased by \$19,718 (64%)
- Revenue has increased by \$91,119 (71%) (*This is in part to the CARES Act*)

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$0 (\$613,207 in Expenditures and Revenue)*

*In favor: 6 (Bob Duke, Gayle Gallant, Roger Peabody, Charles Grover, Randy Stearns and Thomas Marshall, Jr.)*

*Against: 1 (Shawn Levasseur)*

*Abstained: 1 (Nick Lapham)*

*A consensus vote was taken by the County Commission on whether to approve the Administrator’s Budget recommendation of \$0: (\$613,207 in Expenditures and Revenue)*

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

*Against: 0*

*Abstained: 0*

## **5. Insurance (Risk Pool):**

*Administrator Hart spoke:*

- The Risk Management Pool figure has decreased by \$766 (-1%) under the 2020 Budget.
- We have increased the number over the \$129,020 actual by (10%) as this is based off a Budget estimate increase from the MCCA Risk Pool of 10%.
- The final number has not come in yet. Once this comes in Administrator Hart will forward the number to all. Remember, the number can be modified once the final number comes in.

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s proposed 2021 Budget recommendation of \$80,486:*

*In favor: 8 (Bob Duke, Nick Lapham, Gayle Gallant, Roger Peabody, Shawn Levasseur, Charles Grover, Thomas Marshall, Jr., Randy Stearns)*

*Against: 0*

*Abstained: 0*

*A consensus vote was taken by the Commissioners on whether to approve the Administrator’s proposed 2021 Budget recommendation of \$80,486:*

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

*Against: 0*

*Abstained: 0*

- There was some discussion about MCEDD’s funding.
- Some members suggested they should fund MCEDD this year and a few disagreed. After much discussion a suggestion was made that going forward members should poll their Districts (municipalities) to see if they would want/use MCEDD. This may help to make a decision in the future whether or not to fund MCEDD.
- A suggestion was made that during the next Quarterly Budget meeting to revisit MCEDD and see how things are going at that point.

**Straw re-vote on the Administrator’s proposed net Budget: (Excluding Communications)**

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s proposed 2021 Budget recommendation of \$8,510,680: increase of \$(2.82%)*

*In favor: 8 (Bob Duke, Gayle Gallant, Shawn Levasseur, Roger Peabody, Charles Grover, Randy Stearns, Nick Lapham and Thomas Marshall, Jr.)*

*Against: 0*

*Abstained: 0*

*A consensus vote was taken by the Commissioners on whether to approve the Administrator’s proposed 2021 Budget recommendation of \$8,510,680: increase of (2.82%)*

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

*Against: 0*

*Abstained: 0*

**Communications:**

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$1,288,920 (Revenues same +I)*

*In favor: 7 (Nick Lapham, Gayle Gallant, Thomas Marshall, Jr., Bob Duke, Roger Peabody, Charles Grover, and Shawn Levasseur) (Randy Stearns not present on call)*

*Against: 0*

*Abstained: 0*

*A consensus vote was taken by the Commission on whether to approve the Administrator’s budget recommendation of \$1,288,920: (Revenues same +I)*

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

*Against: 0*

*Abstained: 0*

- **The next Public Hearing and Final Vote of the 2021 Knox County Budget with the Budget Committee & Commission will be held on December 10<sup>th</sup> @ 6:00 P.M.**
- **Administrator Hart asked everyone to return their Budget binders after the final meeting on December 10th.**

**V. Adjourn**

- *Shawn Levasseur made a motion to adjourn the meeting.*
- *Commissioner Pohlman made a motion to adjourn the meeting.*

The meeting adjourned at 7:18 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 December 10, 2020.**