

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – December 8, 2020 – 2:00 P.M.**

The Regular Meeting of the Knox County Commission was held on Tuesday, December 8, 2020, at 2:00 P.M., via ZOOM 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, Chief Deputy Patrick Polky, Systems Administrator Mike Dean, EMA Director Ray Sisk and Human Resources Laurie Bouchard

**Absent:** *Prosecutorial Assistant/Investigator Shane Riley, Register of Probate Elaine Hallett, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, and District Attorney Natasha Irving*

**Others:** County Attorney Jim Katsiaficas, County Attorney Peter Marchesi, Superior Floor Care, Maine Real Estate Management, Jesse McCue and Paul Cook, Roxco Maintenance., Jim Hagan, Rockland/Owls Head's House District #93 Valli Geiger, Owls Head Zoning Board of Appeals Lynn Chaplin, Owls Head Resident Ken Wexler and Villagesoup Reporter Steve Betts.

## **Regular Meeting – Agenda** **Tuesday – December 8, 2020 – 2:00 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 Regular Commission Meeting of November 10, 2020.
  - iii. Monthly Written Departmental Reports.
  - iv. Warrants.
  - v. Reserve Withdrawals.

**IV. 2:10 Action Items**

1. Act to Award the Bid for Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2023.
2. Act to Award Bid for Janitorial Services for the Knox County Courthouse, Knox County Regional Airport, and the Knox County Public Safety Building for the Period of January 1, 2021 to December 31, 2023..
3. Act on the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding the Knox County Regional Airport.
4. Act to Approve the 2021 County of Knox Personnel Policy Handbook.
5. Act to Approve Revised Job Descriptions.
6. Act to Approve the North Haven Deputy Services Contract for January 1, 2021 – December 31, 2021.
7. Act to Approve the Vinalhaven Deputy Services Contract for December 1, 2020 – December 31, 2021.
8. Act on Appointments to the Knox County Regional Communications Center Executive Board for 2020.

**V. 2:30 Discussion Items**

1. Update on the Jail HVAC Project.
2. Update on Airport HVAC Project.
3. 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 2:00 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:**

1. Approve Consent Items as Presented:
  - i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature.
  - ii. Minutes of Special Commission Meeting of November 10, 2020.
  - iii. Monthly Written Departmental Reports.
  - iv. Warrants.
  - v. Reserve Withdrawals.

**#1. Warrant Authorization for November 2020 in the amount of \$1,273,878.79.**

Please find enclosed all of the background for this Warrant Authorization. This is the first time for the Commission to review this packet. The motion would be to approve the Warrant Authorization for November 2020 in the amount of \$1,273,878.79.

- *A motion was made by Commissioner Meriwether to Approve the Warrant Authorization for November 2020 in the amount of \$1,273,878.79. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**#2. Reserve Authorization for November 2020 in the amount of \$1,357.04.**

Please find enclosed all of the background for this Reserve Authorization. This is the first time for the Commission to review this packet. The motion would be to approve the Reserve Authorization for November 2020 in the amount of \$1,357.04.

- *A motion was made by Commissioner Meriwether to Approve the Reserve Authorization for November 2020 in the amount of \$1,357.04. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Approve the 1 & 2 Consent Items as presented with the November 10th Meeting Minutes. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**IV. Executive Session****1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).**

- *A motion was made by Commissioner Pohlman to go into Executive Session Pursuant to 1 M.R.S.A. §405(6)(E). The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

The executive session convened at 2:13 P.M.

The executive session concluded at 2:43 P.M.

## V. Action Items

**1. Act to Award the Bid for Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2023.**

This was originally bid out on September 25, 2020 to be awarded at the Commission Meeting on October 13, 2020. At that meeting the Commission delayed the awarding of the bid. It was later agreed to place this back out to bid. The amended RFP was sent out on November 5, 2020 with a due date of November 17, 2020. Request for Proposals were sent out to 4 Building Maintenance/Management Vendors. 2 bids were received back. Please refer to the bid results sheet as well as my Memo to the Commission dated December 2, 2020 for my recommendation of which vendor to award the bid to.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2023 to James M. Hagan, DBA Roxco Maintenance, as his was the low bid and best value for Knox County. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**2. Act to Award Bid for Janitorial Services for the Knox County Courthouse, Knox County Regional Airport, and the Knox County Public Safety Building for the Period of January 1, 2021 to December 31, 2023.**

This was originally bid out on September 25, 2020 to be awarded at the Commission Meeting on October 13, 2020. At that meeting the Commission delayed the awarding of the bid. It was later agreed to place this back out to bid. The amended RFP was sent out on November 5, 2020 with a due date of November 17, 2020. Request for Proposals were sent out to 7 Janitorial Vendors. 3 bids were received back. Please refer to the bid results sheet as well as my Memo to the Commission dated December 2, 2020 for my recommendation of which vendor to award the bid to.

- *A motion was made by Commissioner Meriwether to Act to Award Bid for Janitorial Services for the Knox County Courthouse, Knox County Regional Airport, and the Knox County Public Safety Building for the Period of January 1, 2021 to December 31, 2023 to James M. Hagan, DBA Roxco Maintenance, as his was the low bid and best value for Knox County. A vote was taken with all in favor.*

**3. Act on the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding the Knox County Regional Airport.**

Update on the status of the current Interlocal Agreement Between the County of Knox and the Town of Owls Head and of its proposed revision. On Monday November 30, 2020 at a Special Town Meeting, the voters of the Town of Owls Head voted to postpone both articles (including the approval of the proposed revised Interlocal Agreement Between the County of Knox and the Town of Owls Head) on the Town Warrant until April 19, 2020 at 6pm. Because of this action by the Town of Owls Head voters, County Administrator and Airport staff and attorneys are seeking direction from the Commission on the County's next actions in this matter.

- *A motion was made by Commissioner Meriwether to Give 90 Days' Notice to Terminate the Interlocal Agreement Between the County of Knox and the Town of Owls Head in Restricting the Growth of Knox County Regional Airport and Locating Environmental Mitigation Projects Which is Dated April 2001 as it Fails to Preserve the Counties Authority to Acquire any Required Easements or Other Property Rights to Comply with a Directed Regulation Requirement or Recommendation by the FAA. Regarding the Knox County Regional Airport The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

- It is the Knox County Commissioners desire to look for further collaboration in order to come up with a suitable agreement between the Town of Owls Head and Knox County.
- Knox County Attorney Jim Katsiaticas suggested that a cover letter should go to the Town of Owls Head to accompany the Commissioners decision on this Motion. This action would show we are not foreclosing on a possibility of working with the Town, but to negotiate a Successor Agreement that better balances the Town and County interests, and the requirement of the FAA.

4. **Act to Approve the 2021 County of Knox Personnel Policy Handbook.**

Enclosed is a red-lined version of the proposed 2021 County of Knox Personnel Policy Handbook to be effective January 1, 2021. Administrator Hart enclosed a memo to the Commission that highlights the changes. Laurie Bouchard and Kathy Robinson will be part of the meeting to speak to the changes and answer any questions that the Commission has. This handbook will replace the 2020 County of Knox Personnel Policy Handbook.

- *A motion was made by Commissioner Parent to Act to Approve the 2021 County of Knox Personnel Policy Handbook. The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

5. **Act to Approve Revised Job Descriptions.**

There are 3 redlined job descriptions from Administration/IT, Corrections, and Law Enforcement in the Commissioner's packets for review. All changes are shown in red-strikeout and red underline and also green strike-out and green underline.

- *A motion was made by Commissioner Meriwether to Act to Approve the Revised Job Descriptions. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act to Approve the North Haven Deputy Services Contract for January 1, 2021 – December 31, 2021.**

This is a renewal of the current contract that expired on December 31, 2019. There were very few changes made to the contract – it was mostly just date and name changes. I have provided you with a marked-up copy of the contract so you can see the changes. I e-mailed Rick Lattimer, North Haven Town Administrator the proposed changes and he was fine with the proposed changes. I also provided them to the Sheriff and Chief Deputy.

- *A motion was made by Commissioner Meriwether to Act to Approve the North Haven Deputy Services Contract for January 1, 2021 – December 31, 2021. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

7. **Act to Approve the Vinalhaven Deputy Services Contract for December 31, 2020-December 31, 2021.**

This is a renewal of the current contract that expired on December 31, 2019. Peter Marchesi, Sheriff Tim Carroll, and I have spent many hours on this contract, including many revisions. This is the latest version which has been provided to the Town of Vinalhaven. We have not received a response. This is for 1 Deputy. Once we are able to secure a 2<sup>nd</sup> Deputy, we will amend the contract. The Sheriff will be present at the meeting to discuss and answer any questions.

- *A motion was made by Commissioner Meriwether to Act to Approve the Vinalhaven Deputy Services Contract for December 1, 2020 – December 31, 2021 contingent upon any possible*

*changes for the Vinalhaven Select Board. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**8. Act on Appointments to the Knox County Regional Communications Center Executive Board for 2020.**

The KRCC Users Group voted at their meeting on October 21, 2020 to recommend that the Commission reappoint Camden Fire Chief Chris Farley to be the Fire representative, reappoint Knox County Chief Deputy Patrick Polky to be the Law Enforcement representative, and appoint Thomaston/South Thomaston/St. George EMS Director Amy Drinkwater to be the EMS representative. These terms will end on December 31, 2022.

- *A motion was made by Commissioner Meriwether to Act to Re-Appoint Camden Fire Chief Chris Farley to be the Fire representative, reappoint Knox County Chief Deputy Patrick Polky to be the Law Enforcement representative, and appoint Thomaston/South Thomaston/St. George EMS Director Amy Drinkwater to be the EMS representative. Thomaston/South Thomaston/St. George EMA Director Amy Drinkwater to the Knox County Regional Communications Executive Board for 2021 with Terms to End on December 31, 2022. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**VI. Discussion Items:**

**1. Update on the Jail HVAC Project.**

- Phases to the project have been placed in the current Budget. This will all be subject to Thursdays night's final approval of the Budget.

**2. Update on Airport HVAC Project.**

- A meeting will be held Wednesday, December 9<sup>th</sup> with Gary Robinson and Darryl Joudrey from Siemens, Airport Manager Shaw, County Administrator Hart and Finance Director Robinson to discuss the project.
- Monday, December 7<sup>th</sup> the bi-weekly CARES Act meeting was held with the FAA. The HVAC project is an Operations and Maintenance project at this point.

**3. Adjourn**

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

The regular meeting adjourned at 3:43 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on January 12, 2021.**