

# KNOX COUNTY COMMISSION

## Regular Meeting

Tuesday – January 14, 2020 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, January 14, 2020, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

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

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, EMA Director Ray Sisk, Airport Manager Jeff Northgraves, Airport Manager Jeremy Shaw, Interim Communications Director Robert Coombs, Detective Reggie Walker, Assistant Jail Administrator Kathy Carver, Marcia Clark Shift Supervisor, and Administrative Assistant to the Sheriff Stephanie Polky. *Absent: Finance Director Kathy Robinson and Chief Deputy Patrick Polk.y*

**Others in attendance:** Programs Classification Coordinator Cynthia Gardner, Assistant Shift Supervisor Matthew Dearborn, Corrections Officer Angel Escorsio, Corrections Officer Michelle Thomas and Corrections Officer Tex Oakes.

### Regular Meeting – Agenda

Tuesday – January 14, 2020 – 2:00 P.M.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:05 Election of Officers**
  - 1. Elect Chair for 2020.
  - 2. Elect Vice-Chair for 2020.
  - 3. Elect Representative for 2020 to:
    - i. CCWI
    - ii. Union Negotiations
    - iii. Airport Public Advisory Committee
    - iv. MCEDD
    - v. Strategic Planning Committee
- IV. 2:10 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 December 10, 2019.
    - iii. Monthly Written Departmental Reports.
    - iv. Reserve Withdrawals.
- V. 2:15 Action Items**
  - 1. Act to Approve the 2020 County of Knox Personnel Policy Handbook.
  - 2. Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff's Department.
  - 3. Act to approve and authorize the Chair to sign the Lease Agreement Renewal for the Owls Head Transportation Museum.
  - 4. Act to approve updates to the Airport's Rates and Minimum Standards document.
  - 5. Act to approve updates to the Airport Vehicle and Aircraft Parking Programs.
- VI. 2:30 Discussion Items**
- VII. 2:45 Other Business**
- VIII. 2:50 Executive Session**
  - 1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).
- IV. Adjourn**

**I. Meeting Called to Order**

Commissioner Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.

**II. Public Comment**

Commissioner Chair Parent asked if there was any public comment.  
There was none.

**III. Election of Officers**1. Elect Chair for 2020

- Commissioner Meriwether nominated Commissioner Pohlman to serve as Commission Chair for 2020. Commissioner Parent seconded the nomination. A vote was taken with both in favor. (Commissioner Meriwether and Commissioner Parent).

2. Elect Vice-Chair for 2020

- Commissioner Meriwether nominated Commissioner Parent to serve as Commission Vice Chair for 2020. Commissioner Parent seconded the nomination. A vote was taken with both favor. (Commissioner Meriwether and Commissioner Parent).

3. Elect Representative to MCEDD, CCWI, Union Negotiations, and APAC for 2020

- *Commissioner Meriwether nominated Commissioner Parent to serve as Commission Representative to CCWI for 2020. Commissioner Parent seconded the nomination. A vote was taken with both in favor. (Commissioner Meriwether and Commissioner Parent).*
- *Commissioner Meriwether nominated Commissioner Parent to serve as Commission Representative for Union Negotiations for 2020. Commissioner Parent seconded the nomination. A vote was taken with both in favor. (Commissioner Meriwether and Commissioner Parent).*
- *Commissioner Parent nominated Commissioner Meriwether to serve as Commission Representative to the Airport Public Advisory Committee (APAC) for 2020. Commissioner Meriwether seconded the nomination. A vote was taken with both in favor (Commissioners Parent and Commissioner Meriwether).*
- *Commissioner Meriwether nominated Commissioner Pohlman to serve as Commission Representative to the MidCoast Economic Development District (MCEDD) for 2020. Commissioner Parent seconded the nomination. A vote was taken with both in favor (Commissioners Meriwether and Commissioner Parent).*
- *Commissioner Parent nominated Commissioner Meriwether to serve as Commission Representative to the Strategic Planning sub-Committee. Commissioner Meriwether seconded the motion. A vote was taken with both in favor (Commissioner Parent and Commissioner Meriwether).*

**The list as it stands for the 2020 year:**

- MCEDD - *Commissioner Pohlman*
- CCWI - *Commissioner Parent*
- Union Negotiations – *Commissioner Parent*
- APAC – *Commissioner Meriwether*
- Strategic Planning Sub-Committee – *Commissioner Meriwether*

#### IV. 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 12, 2019.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Meriwether to approve the consent items as presented. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

#### V. Action Items

1. Act to Approve the 2020 County of Knox Personnel Policy Handbook.

A copy of this document was provided to the Commission to view.

Administrator Hart went through the changes that were made. A copy of this can be made available upon request.

- *A motion was made by Commissioner Meriwether to Approve the 2020 County of Knox personnel Policy Handbook. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

2. Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff's Department.

The County sent out a request for proposals to 8 dealerships in Maine for one (1) new patrol SUV vehicles. We received 4 bids from 3 vendors. Bids were opened on Friday December 27th. Recommendations on awarding the bid will be made at the meeting on Tuesday. The Sheriff will be in attendance to discuss and answer any questions of the Commission and to make a recommendation. Sheriff is asking to approve 2<sup>nd</sup> lowest bid (Shepard's) for \$30,538.00. That bid is \$146 higher but looking to keep business within the County.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff's Department from Shepards for \$30,538.00. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

3. Act to Approve and Authorize the Chair to Sign the Lease Agreement Renewal for the Owls Head Transportation Museum.

The OHTM pays an access fee for two of their off airport facilities to allow them to move on and off the airport (the only other 'through the fence' access agreement is with Rolan Lussier which expires in September 2020). The OHTM agreements expired in November. This renewal extends both OHTM agreements to 2029 and combines their payments into one. New Agreement attached.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the Chair to Sign the Lease Agreement Renewal for the Owls Head Transportation Museum. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

4. Act to Approve Updates to the Airport's Rates and Minimum Standards Document.

The APAC formed a sub-committee to create standards for hangar development on the airport. That committee has recommended the new standards be incorporated into this document. In addition, the Airport Manager had requested the sub-committee to also recommend updating the Land Lease, Rates and Fees, in the document be changed from 2015 base to 2020 base (with an increase in the rate). The APAC has been asked to review and recommend these changes to the County Commission -- scheduled for January 13, 2020. A red-lined and clean copy of the document is attached.

- *A motion was made by Commissioner Meriwether to Act to Approve Updates to the Airport's Rates and Minimum Standards Document as amended. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

**5. Act to Approve Updates to the Airport Vehicle and Aircraft Parking Programs.**

Periodically the parking program requires updates (primarily to adjust the overnight parking fees). The last updates were in 2014. The APAC is scheduled to recommend the changes to the County Commission on January 13, 2020. A red-lined and clean copy of each is attached.

- *A motion was made by Commissioner Meriwether to Act to Approve Updates to the Airport Vehicle and Aircraft Parking Programs. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

**VI. Presentation**

- Administrator Hart recognized Marcia Clark from the Jail, who is retiring, with a framed certificate and \$250 gift card for her 25 years of service.
- The Sheriff also spoke and recognized Marcia Clark. Marcia was also presented with an award and a bouquet of flowers on behalf of the Jail and Sheriff's Office.
- Administrative Assistant Stephanie Polky took pictures of the event.

**VII. Discussion Items**

- Administrator Hart stated that at the next Commission Meeting the TAN bid will be awarded. Bids went out on Friday, January 6<sup>th</sup> to five (5) banks that have shown interest in the past.
- The final version of the North Haven and Vinalhaven contracts will be coming to a close shortly.
- The Climate Project will be placed on the Agenda for the February 11<sup>th</sup> meeting.
- Commissioner Meriwether would like to see some changes to the Charter, including staggering Commissioners' terms of office. Changes to the Charter require a County-wide vote. Time constraints most likely will prevent this from going on this year's ballot, but Administrator Hart will address this matter with the intent of getting it on the ballot in 2021.
- On December 12<sup>th</sup>, the EMS Meeting was well attended. Right now, a follow-up meeting is being looked at for February. Administrator Hart wishes to get in touch with someone such as Maine State EMA Manager, Rick Petrie, as someone who is more in tune with EMS to facilitate the next meeting.

**VIII. Executive Session**

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

The executive session convened at 3:05 P.M.

The executive session concluded at 3:55 P.M.

**IX. Adjourn**

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

The regular meeting adjourned at 3:03 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting  
held on February 11, 2020.**