

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – April 14, 2020 – 2:00 P.M.**

The Regular Meeting of the Knox County Commission was held on Tuesday, April 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 Sharyn L. Pohlman, Commissioner District #3. *Absent: Richard L. Parent, Jr., Commissioner District #2.*

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Deputy Chief Patrick Polky, EMA Director Ray Sisk, Finance Director Kathy Robinson, Jail Administrator Ray Porter, Register Elaine Hallett, Register of Deeds Madelene Cole, Airport Manager Jeremy Shaw, Maintenance Manager Jim Hagan and via teleconference call District Attorney Natasha Irving, Prosecutorial Assistant/Investigator Shane Riley and HR Laurie Bouchard .

*Absent: Mike Dean and Assistant Jail Administrator Kathy Carver*

**Others in attendance:** PenBay Pilot Reporter Chris Wolf, and Village Soup Reporter Steve Betts arrived after the teleconference call.

## **Regular Meeting – Agenda Tuesday – April 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 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 March 10, 2020.
    - iii. Minutes of Special Commission Meeting of March 16, 2020.
    - iv. Monthly Written Departmental Reports.
    - v. Reserve Withdrawals.
- IV. 2:10 Departmental Updates**
- V. 2:40 Action Items**
  - Act to Confirm the Appointment of the Register of Deeds.
  - Act on Appointment to the Knox Regional Communications Center (KRCC) Executive Board to Fill a Vacancy for One of the Police Representatives From a Jurisdiction Served by the KRCC.
  - Act to Approve the Transfers to Reserves from the 2019 Budget.
  - Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff’s Department.
  - Act on Appointments to the Airport Public Advisory Committee (APAC).
  - Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Catherine Jackson to Operate a Gift Shop in the Airport Terminal.
  - Act to Approve Changes to the Knox County Regional Airport Vehicle Parking Program.
  - Act to Approve the Creation of the Knox County Regional Airport Aircraft Landing Fee Program.
- VI. 2:50 Discussion Items**
  1. Update on the KCPSB Floor Repair Project.
  2. Update on the Jail HVAC Project.
  3. Update on Lasell Island.
  4. Other
- VII. 3:00 Other Business**
- VIII. Adjourn**

**I. Meeting Called to Order**

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:07 P.M.

**II. Public Comment**

Chair, Commissioner Pohlman asked if there was any public comment.  
None.

**III. 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 March 10, 2020.
- iii. Minutes of Special Commission Meeting of March 16, 2020.
- iv. Monthly Written Departmental Reports.
- v. 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 all in favor.*

**IV. Departmental Updates****Sheriff's Department:**

Sheriff stated if we can, we're still handling calls by phone or showing up to a call and keeping distance. Traffic enforcement has picked up a bit due to started noticing "speeds" have increased in areas. We are out on the roads enough to be "seen", and only addressing traffic issues when needed. Things so far have been good. We're hoping it stays that way. The Airport Deputies are doing what they can do for security. The ladies in the Civil Department are keeping things clean throughout the day. The Civil paperwork has dropped significantly; this is due to the Courts new restrictions.

**Jail:**

Sheriff stated we have worked very hard to reduce the Inmate population in the Jail. This also helps the staff with their shifts because instead of having to take care of 60-70 in the Jail, currently there are 32 Inmates. This lightens the load for them and gives them a break. Due to the State's mandate, we have seven (7) Employees on the floor at one time. Overall things are working well. We do not have a cleaning staff at the Jail so we rely on Employees, and sometimes Inmates complete the cleaning.

**EMA:**

Ray stated we are going into a "modified" mode but we are still working every day, sometimes it's in the office and some work is being done from home. We started EOC activation on January 20<sup>th</sup> which was a slow start to start the monitoring, and to make sure we had situational awareness. A couple of days after the President declared a nationwide emergency (March 15<sup>th</sup>) the EMA office has been at it 7 days a week. At the end of March we were tasked with the ordering of all PPE for the State Local and Federal agencies that are in Knox County. This has taken an incredible amount of work to make sure that the ordering process is correct, that it's reasonable and in alignment with the Strategic National Stockpile. With the President declaring a major disaster nationwide that

transitioned us from a Emergency Declaration to a Disaster Declaration. We are primarily looking at emergency protective measures. That is something that help protect First Responders, facilities, agencies and governmental processes which include schools, school feeding and municipal pantries. Everything at this point is eligible for 90% reimbursements.

The power outage from this storm a few days ago left about 45% of the County without power, which was the second largest power outage we have had in about 10 years. CMP brought in responders from five (5) States and the Canadian provinces to help us out with these widespread outages. To help us out, the Governor eased the way to let them in to our State. We still have about 200 outages right now.

Currently, we are also dealing with the resource needs for the Hospital. We have been working with the Army Corps of Engineers to set up an alternative care site, and we've identified Camden Hills as the likely location for that. At this point, we're just waiting for the Corps of Engineers to come in and complete their assessment. As you all know, larger facilities in Portland and Bangor are being constructed.

Then there is the issue of the Islands. We are not able to fly people on and off the island like we normally would with Penobscot Island Air. In this case on an emergency we're looking at a "life flight" or a special ferry run. Town Manager of North Haven, Rick Lattimer has contracting with the Nebo Lodge to be able to use that as a temporary kind of location if needed. Vinalhaven is working with their ICMS, their Island Medical Service, which is a federally qualified health center, to use the Vinalhaven School as a small alternative care site.

EMA has put in a request to the Feds to get a half dozen ventilators earmarked for Pen Bay Medical Center. It is my understanding that there are in the State on standby for us.

There is a lot of moving parts and a lot of balls to keep in the air.

#### **Airport:**

Jeremy Shaw stated that they are taking care of the essential functions on site and the employees are working from home and completing training. We have not had to lay off anyone so far. We are in "off season" which means we're in between season right now so it's a bit slower. I believe there will be very little impact financially. Currently, there is no change to Cape Air's schedule, they fly three (3) flights a day and that continues. As an Airport we have offset an impact for Penobscot Air by deferring their first quarter payment to us. This will allow them to focus on rebuilding or coming out of this transition until August. I do not have an update on the Paycheck Protection Act for Penobscot Air.

With Cynergy, we are trying to get everybody together and have a constructive conversation. I did receive an email from them and they would like to meet so they can present themselves and address any concerns the APAC or Commissioner might have so they can move the process forward. The deadlines for the State funding to receive the money are still there. Those are slated for sometime next year.

The Salty Dog will start their business this weekend and have curbside pickup. Again this is not a full opening just curbside which will keep the Public out of the terminal.

#### **District Attorney:**

Natasha Irving stated that on March 29<sup>th</sup> the D.A.s office submitted their Telecommunications plan that detailed how the Employees that could work from home would be. So far we have had tremendous success with this.

Our Victim Witness Advocates are working from home. A lot of their work consists of Safety Planning with Victims of Domestic Violence when someone is getting out of Jail. We have some Inmates that are getting to the end of their sentence for Domestic Violence Assaults and we are

looking to make sure we have adequate communication with them, and that they are aware of what is happening.

Last Friday, I named a new Deputy, which will be Chris Fernald, who is a Rockland Prosecutor. He has been here for approximately eighteen (18) years. Chris is helping by being my “right hand man” in developing policies, and to work to make sure that we have a greater success with Domestic Violence and Sexual Assault prosecutions.

You should have our work plan from April 8<sup>th</sup>, regarding our plan and how we are staggering shifts.

We are continually being updated on Governor’s Orders and what to do if we encounter someone who is non-compliant with an Order.

#### **Deeds:**

Maddy Cole stated she is now the Register of Deeds and she has chosen Angela Eastman to be the Deputy Register of Deeds. This is effective as of March 16<sup>th</sup>, 2020.

Their days are being staggered in the office, where one is working from home recording documents and the other is in the office recording documents which can be done electronically then they switch. Right now Deeds has it so Attorney’s or individuals can drop off their business in the “drop box” in the main entrance of the Courthouse.

#### **Probate:**

There are three (3) Employees in the Probate office. Currently they work three (3) days a week with one day being an overlap, and that is usually the Court day. On Court days they have two (2) Employees in the office.

Probate is not doing Passports at this time. They cannot do things remotely but are handling a lot through mail and the “drop off box”.

#### **Finance:**

Kathy Robinson stated that Finance is open just not to the Public. We are making sure there is someone in the office at all times and when that person is not in the office they are working from home.

#### **IT & Admin.:**

Andy stated that Mike Dean was on vacation out of the Country so he had to quarantine for fourteen (14) days upon his return. While Mike was out Chris Lowden stepped up and took care of all the IT needs for everyone. All of his hard work is greatly appreciated.

As for Wendy and I, we are working on a rotating schedule with Monday each week being the overlapping day. She has started working Monday, Wednesday and Friday and I am working Monday, Tuesday and Thursday. Things are working out good and we’re moving forward.

## **V. Action Items**

### **1. Act to Confirm the Appointment of the Register of Deeds.**

Madelene F. Cole was appointed as Interim Register of Deeds on February 11, 2020 as that was the date Administrator Hart received then Registrar of Deeds Lisa Cottrell’s resignation. Administrator Hart then had to have Maddy appoint Angela Eastman as her Interim Deputy Register of Deeds. The Register appoints his/her respective Deputy. The Register appointment was an Interim appointment and that is why it was not brought to the Commission for confirmation. Immediately the position was advertised to accept internal and external candidates. Knox County advertised for the recruitment of a Register of Deeds from February 11<sup>th</sup> to March 13<sup>th</sup>. We advertised on Indeed, MMA’s website, and Knox County’s website. There were 18 candidates

who applied through Indeed. Due to the lack of experienced candidates and the COVID-19 virus, Administrator Hart is recommending that the Commission confirm his recommendation to appoint Madelene F. Cole as the next Register of Deeds effective March 16, 2020.

- *A motion was made by Commissioner Meriwether to Act to Confirm the Appointment of the Register of Deed as Madelene F. Cole. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**2. Act on Appointment to the Knox Regional Communications Center (KRCC) Executive Board to Fill a Vacancy for One of the Police Representatives From a Jurisdiction Served by the KRCC.**

On Friday March 13, 2020, Administrator Hart received an e-mail from Rockport Town Manager William Post informing him that Craig Cooley, Rockport Police Department Administrative Assistant resigned his position with the Town of Rockport on Tuesday March 10, 2020, with his last day being Thursday March 12, 2020. Craig Cooley currently served as the Police Representative on the KRCC Executive Board and his term is to expire December 31, 2020. The User Group serves as the nominating committee for the Executive Board membership ensuring broad representation of the jurisdictions served. The Commissioners may fill vacancies by appointing a member to serve for a term less than 2 years in order to ensure that terms are staggered. The Commissioners would be appointing a member to fill the unexpired term of Craig Cooley to expire December 30, 2020

- *A motion was made by Commissioner Meriwether to Act on Appointment to the Knox County Regional Communications Center (KRCC Executive Board to Fill a Vacancy for One of the Police Representatives From a Jurisdiction Served by the KRCC. Chief Deputy Patrick Polky will fulfill the term to end 12/31/2020. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**3. Act to Approve the Transfers to Reserves from the 2019 Budget.**

Administrator Hart has enclosed a spreadsheet created by Finance Director Kathy Robinson that shows the Transfer to Reserves from the 2019 Budget that he is asking the Commission to approve as shown. All of the transfers were budgeted in 2019.

- *A motion was made by Commissioner Meriwether to Act to Approve the Transfers to Reserves from the 2019 Budget.. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**4. 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 eight (8) dealerships in Maine for one (1) new patrol SUV vehicles. We received four (4) bids from three (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.

- *A motion was made by Commissioner Parent to Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff's Department to Fullers, for a 2020 GMS Sierra 1500 Crew Cab, in the amount of \$31,766.78. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. **Act on Appointments to the Airport Public Advisory Committee (APAC).**

The Airport Public Advisory Committee and Airport Manager Jeremy Shaw make the following recommendations for appointments to the APAC this year:

- **Roger Peabody, District #2 Seat**, Warren, re-appoint for 3 year term through 2023.
- **Jan Gaudio, South Thomaston Seat**, South Thomaston, appoint for 3 year term through 2023.
- **Bill Packard, On-Airport Business Seat**, Union, appoint for 3 year term through 2023.

This is Roger Peabody's 2nd 3-year term and it is the first 3-year terms for Bill Packard and Jan Gaudio.

- *A motion was made by Commissioner Meriwether to Act on Appointment to the Airport Public Advisory Committee (APAC) see above. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Catherine Jackson to Operate a Gift Shop in the Airport Terminal.**

The Blue Yonder Gift Shop has closed their doors. Since 2011, a group of local Artisans have operated a gift shop in the 300 +/- square feet retail space just inside the main doors of the terminal. The lease holder of the group withdrew her involvement with the Gift Shop, and a new lease was offered to the group interested in taking it over. Due to the uncertain times, the group was unable to sign a new lease, and the space was vacated. The following day, Jeremy was contacted by another Artist, wishing to also operate another similar Artisan Cooperative Gift Shop in the retail space. Depending on what happens with the COVID19 response, they are intending on opening around May 1<sup>st</sup>. Administrator Hart enclosed the draft Concessionaire Agreement for your review, approval, and authorize me as the County Administrator to sign.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Catherine Jackson to Operate a Gift Shop in the Airport Terminal. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

7. **Act to Approve Changes to the Knox County Regional Airport Vehicle Parking Program.**

After a review of the Airport's vehicle parking plan, there were several items within that are no longer applicable, and have been updated. Another flaw in the program was the identification of only three areas of parking that were subject to the program. The program did not take into account that some business partners were creating "special parking areas" for their Customers to circumvent the County's parking program. The verbiage has been changed to say that "all vehicles parked on Airport property overnight are subject to the fees outlined in this program."

- *A motion was made by Commissioner Meriwether to Act to Approve Changes to the Knox County Regional Airport Vehicle Parking Program. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

8. **Act to Approve the Creation of the Knox County Regional Airport Aircraft Landing Fee Program.**

Airports have the ability to charge landing fees to offset operational costs given that they are fair and reasonable. It is common for developing airports within the state to charge landing fees. Aircraft arriving at the Knox County Airport are surprised by the quality of our airport

and are surprised that they are not charged a landing fee. There are simple and complex fees that can be applied, but Jeremy is proposing a simple fee comparable to the Augusta State Airport's program. Charter aircraft, the most common summer visitors charge anywhere from \$5000-\$40000 per flight depending on its origin. This program will enable the Airport to maintain the facility to a higher standard.

The program was presented to the APAC on March 9<sup>th</sup>, 2020, and was praised in a unanimous vote to recommend passage with the Commission. I have enclosed the draft Aircraft Landing Fee Program.

- *A motion was made by Commissioner Parent to Act to Approve the Creation of the Knox County Regional Airport Aircraft Landing Fee Program. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

## VI. Discussion Items

### 1. Update on the KCPSB Floor Repair Project.

The site has been closely monitored for frost as there are 4 marks where tests need to be done. These four test pits are along the front of the building. Currently, we are still waiting for the site to dry out. An RFP has not been sent out yet but it is all ready to go when the weather finally cooperates. Right now there is more availability with the work inside as a lot of the offices are not full of people because of the current COVID situation.

### 2. Update on the Jail HVAC Project.

The kitchen cooling and rooftop unit project has been completed. Nothing else has been done at this time as we need funding to move forward. However, we have been working with SMRT on the underground oil tank to implement improvements. Some testing was completed and now we're just waiting for their report. We have one minor thing to do and then they will be submitting their report to us and to the DEP. This will be for our extension, and we will need to set tests going for the next 10 years.

### 3. Update on Lasell Island.

No new updates.

### 4. Other

SHAPE renewal has been scheduled for mid-September but the Department of Labor said that is subject to change.

## VII. Other Business

Commissioner Meriwether asked to table "Olive Rose" for next meeting. Administrator Hart stated he would place it on the Agenda for next meeting.

## VII. Adjourn

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

The regular meeting adjourned at 4:25 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on May 12, 2020.**