

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – November 9, 2021 – 2:00 P.M.

The Special Meeting of the Knox County Commission was held on Tuesday, November 9, 2021, 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 .

County staff present included: County Administrator Andrew Hart, Finance Director Kathy Robinson, Administrative Assistant Wendy Galvin, Communications Director Robert Coombs, Airport Manager Jeremy Shaw, Sheriff Tim Carroll , Chief Deputy Patrick Polky, Prosecutorial Assistant/Investigator Shane Riley, Register of Probate Elaine Hallett, Jail Administrator Bob Wood, Register of Deeds Madalene Cole, and District Attorney Natasha Irving.

Absent: *Sharyn L. Pohlman, Commissioner District #3, Chief Deputy Patrick Polky, Prosecutorial Assistant/Investigator Shane Riley, Register of Probate Elaine Hallett, Jail Administrator Bob Wood, Register of Deeds Madalene Cole, and District Attorney Natasha Irving.*

Others: Pen Bay Pilot Reporter Chris Wolfe and Rockport Select Board Denise Munger.

Regular Meeting – Agenda Tuesday November 9, 2021 – 2:00 P.M.

- I. 2:00 Meeting Called to Order**
- II. 2:01 Open Letter From the Commissioners to the Municipalities of Knox County Regarding ARPA Funds.**
- III. 2:05 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- 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 Special Commission Meeting of October 15, 2021.
 - iii. Minutes of Special Commission Meeting of October 27, 2021.
 - iv. Minutes of Special Commission Meeting of November 3, 2021.
 - v. Monthly Written Departmental Reports.
 - vi. Warrants.
 - vii. Reserve Withdrawals.
- V. 2:20 Action Items**
 - Act to Award Bid to Sell a 2009 Chevy 3500 HD 1-Ton Truck With Dump Body, Spreader, and Plow Located at the Knox County Regional Airport.
 - Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 55 Lease from Stanley Jobe to KRKD Jobe Hangar LLC and Approve and Authorize the Chair to Execute the Request for Lease Assignment.
 - Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport for Jim Jeans.
 - Act to Name the Terminal Hangar Currently Under Construction, the “Kevin P. Waters Memorial Flight Center” to Honor the Late Kevin Waters and His Contribution to the Knox County Community.
 - Act to Award the Bid for the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.
 - Act to Approve and Sign the 2021 Maine County Emergency Management Mutual Aid Agreement.
 - Act to Approve the Knox County GIS Program GIS Policy.
 - Act to Approve and Fund the Knox County Fire & EMS Service Assessment Collaborative Study.
 - 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 Reappointments to the Knox County Board of Assessment Review.
- 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 2022.
- Act on Recommendation Not to Reapportion the Knox County Budget Committee Districts Based Upon the Re-Districting Exercise and Population Numbers.

VI. 2:45 Discussion Items

1. Update on the KCPSB Floor Repair Project.
2. Updates on the Airport HVAC Project.
3. Update on the Correctional Facility HVAC Project.
4. Other

VII. 2:55 Other Business

VIII. Adjourn

I. Meeting Called to Order

Commissioner Parent called the Regular Meeting of the Knox County Commission to order at 2:01 P.M.

II. Open Letter From the Commissioners to the Municipalities of Knox County Regarding ARPA Funds.

- Commissioner Parent & Commissioner Meriwether read the letter to the Municipalities regarding the ARPA Funds.

III. Public Comment – Public Comment during other portions of the meeting will only be granted by permission of the Chair.

- Rockport Select Board Denise Munger thanked the Commissioners for taking time to put letter together and looks forward to the Budget process.

IV. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Monthly Written Departmental Reports.
- iii. Minutes of Special Commission Meeting of October 15, 2021.
- iv. Minutes of Special Commission Meeting of October 27, 2021.
- v. Minutes of Regular Commission Meeting of November 3, 2021.
- vi. Warrants
- vii. 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.*

V. Action Items

1. **Act to Award Bid to Sell a 2009 Chevy 3500 HD 1-Ton Truck with Dump Body, Spreader, and Plow Located at the Knox County Regional Airport.**

The Airport recently advertised its surplus 2009, 1-Ton Plow Truck for sale by sealed bids. The truck was replaced with a 2022 GMC Sierra using CARES Act funds through a competitive bid

process that was ultimately awarded to Fuller Chevrolet of Rockland. We received twelve (12) bids. The bids were opened on Wednesday, November 3, 2021 at 2pm, and the highest responsive bidder was Shepard Chrysler Dodge Jeep Ram of Thomaston, ME. The winning bid was in the amount of \$37,100.00.

- *A motion was made by Commissioner Meriwether to Act to Award Bid to Sell a 2009 Chevy 3500 HD 1-Ton Truck with Dump Body, Spreader, and Plow Located at the Knox County Regional Airport to Shepard Chrysler, Dodge, Jeep, Ram for \$37,100.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #55 Lease from Stanley Jobe to KRKD Jobe Hangar LLC and Approve and Authorize the Chair to Execute the Request for Lease Assignment.**

This privately owned hangar has been transferred from the owner, Stanley Jobe, to KRKD Jobe Hangar LLC, a Maine Limited Liability Company that was formed specifically for the Hangar. We require reassignment of the land leases, such as this, associated with each individual hangar, to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the Chair to Execute the consent and Assignment to Transfer Hangar #55 from Stanley Jobe to KRKD Jobe Hangar LLC and Approve and Authorize the Chair to Execute the Request for Lease Assignment. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport for Jim Jeans.**

Hangar #21 was previously owned by Alan Sewell, and was the airport's smallest hangar. This summer, Jim Jeans purchased the hangar, demolished the 900 sq./ft. hangar and constructed a 3000 sq./ft. hangar in its place. The hangar is now complete and the lease has been updated to reflect the new size and lease amount. The initial lease term is for 20 years, with the ability to extend it four times for an additional ten years per extension.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport for Jim Jeans. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. **Act to Name the Terminal Hangar Currently Under Construction, the "Kevin P. Waters Memorial Flight Center" to Honor the Late Kevin Waters and His Contribution to the Knox County Community.**

Jeremy will provide more information in regards to this agenda item at the meeting on Tuesday.

- *A motion was made by Commissioner Meriwether to Act to Name the Terminal Hangar Currently Under Construction, the "Kevin P. Waters Memorial Flight Center" to Honor the Late Kevin P. Waters and His Contribution to the Knox County Community. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. **Act to Award the Bid for the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.**

Gartley & Dorsky Engineering & Surveying developing a very extensive paving RFP including Specifications and Plans for this project that was finalized on and packets were e-mailed out on May 7, 2021 to nine (9) Paving & Earthwork Contractors. The project completion had a deadline of September 24, 2021 with a bid alternate of extending the deadline for the project completion date to June 25, 2022. The entire RFP was broken out into Project #'s, so we would be able to see what each project area cost as this is being funded from two (2) budgets. We had budgeted \$174,618 in the Capital portion of the Corrections Budget for paving and \$15,000 in the Capital portion of the Building Maintenance – Public Safety Building Budget. The scope of the paving project was broadened once we really started looking at it, such as the culvert replacements, ADA complaint sidewalks, and thicker pavement. This was placed on the June 8, 2021 Commission agenda to award the bid for this project. The recommendation at this meeting was to reject all bids and then rebid out again in late Fall 2021. An RFP with Specifications & Plans was e-mailed to eleven (11) contractors on October 8, 2021. Bids were due back on October 29, 2021. Three (3) bids were received back with Hagar Enterprises being the lowest responsive bidder at \$253,302.25. Administrator also included the Tabulation of Bids Sheet. As you can see, Wilson Construction was actually the lowest bidder, but then they provided the enclosed e-mail. Wilson Construction made a mistake on their bid packet, by subtracting the project almost mobilization figure from their bid. By adding that back in, the revised total is \$300,610.50. Administrator Hart recommends that the Commission vote to award the bid to Hagar Enterprises in the amount of \$253,302.00, subject to the availability of funding and the ability to complete the project in the 2022 budget year.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for the Knox County Correctional Facility & Knox County Public Safety Building Project to Hagar Enterprises in the Amount of \$253,302, Subject to the Availability of Funding and the Ability to Complete the Project in the 2022 Budget. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. Act to Approve and Sign the 2021 Maine County Emergency Management Mutual Aid Agreement.

This is an updated version of the one last approved by the Commission in 2012. It relates to sharing resources during disasters; primarily staff resources. This mutual aid agreement includes a Knox-specific signature page. This document is maintained by the Mutual Aid Committee of the County Directors Council. Once adopted by all 16 counties, Knox County will get a finalized version.

- *A motion was made by Commissioner Meriwether to Act to Approve and Sign the 2021 Maine County Emergency Management Mutual Aid Agreement. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

7. Act to Approve the Knox County GIS Program GIS Policy.

This policy generally outlines the GIS program and its requirements for creation, storage and access to GIS related data. With the newer capabilities, we felt this was necessary and is more in line with “industry” standards while incorporating some Maine-specific touchpoints such as the Freedom of Access rules. Building this, we reviewed quite a few different models from a variety of jurisdiction types in several states. This is not configured for or with a signature page as it was intentionally kept at one page for brevity and portability.

- *A motion was made by Commissioner Meriwether to Act to Approve the Knox County GIS Program GIS Policy. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

8. Act to Approve and Fund the Knox County Fire & EMS Service Assessment Collaborative Study.

Administrator Hart provided an update to the Commission at your October 12, 2021 Meeting and was awaiting a proposal from Neil Courtney. Administrator Hart received his proposal back in the amount of \$15,000. At this time, we not have funding to move forward with this study. Therefore, Administrator Hart would request that the Commission table this item for future discussion, when funding through ARPA potentially might become available.

- *A motion was made by Commissioner Meriwether to Act to Approve and Fund the Knox County Fire & EMS Service Assessment Collaborative Study. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- *A Commissioner Meriwether withdrew her motion to Act to Approve and Fund the Knox County Fire & EMS Service Assessment Collaborative Study. The motion was withdrawn by Commissioner Parent. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Act to Place the Knox County Fire & EMS Service Assessment Collaborative Study on the ARPA List for a Future Consideration. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

9. 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.

Rockland Police Chief Chris Young has retired from the Rockland Police Department as of Monday November 8th. Chief Young served as the Police Representative on the KRCC Executive Board and his term is to expire December 31, 2021. 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 Chief Chris Young to expire December 31, 2021. The User Group is recommending that Sgt. James Moore of the Rockport Police Department fill the vacancy of Chief Young to expire and until December 31, 2021. I will be bringing back to the Commission at the December 14, 2021 Meeting to appoint a Fire, Police and EMS representative whose terms expire December 31, 2021 and to re-appoint them for a 2-year term to expire December 31, 2023.

- *A motion was made by Commissioner Meriwether to Act on Appointment to the Knox Regional Communications Center (KRCC) Executive Board to Fill a Vacancy for One of the Police Representatives, James Moore of Rockport Police Department, From a Jurisdiction Served by the KRCC to Expire and Until December 31, 2021. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

10. 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 Martin Cates and Lauren Hall need to be reappointed to another term ending November 5, 2024. Both Martin and Lauren want to continue on the Board. A copy of the membership list is in the Commission packets.

- *A motion was made by Commissioner Meriwether to Act to Approve Reappointments to the Knox County Board of Assessment Review of Martin Cates and Lauren Hall to be Reappointed to Another Term Ending November 5, 2024. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

11. 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 2022.

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 Pohlman 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.*"

- *A motion was made by Commissioner Meriwether 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 Parent. A vote was taken with both in favor.*

12. Act on Recommendation Not to Reapportion the Knox County Budget Committee Districts Based Upon the Re-Districting Exercise and Population Numbers.

As per the Charter requirement as shown below Article V, Section 8(c). Apportionment.

c. Apportionment. The Commission shall prepare a plan for reapportioning Budget Committee district subdivisions every ten (10) years in conjunction with the report and recommendations of the apportionment commission described in subsection c of Section 6 of Article III. Upon receipt and review of the apportionment commission's recommendations, the County Commission shall submit its redistricting plan promptly to the Secretary of State, who shall transmit the plan to the Legislature for review and enactment. Any such reapportionment of Budget Committee district subdivisions will be codified in Maine statutes, without the need for amendment to this Charter. The County Commission will notify the Clerk of each municipality in the County of the results of such reapportionment, which shall not disqualify any Budget Committee member from completing the term of office to which he or she was elected.

As per my attached memo, Administrator Hart spoke to Julie Flynn and based off of the new 2020 Census figures, there cannot be more than a 5% difference between districts and that between the lowest and highest district, the percentage cannot be more than 10%. Leticia vanVuuren and Administrator Hart worked on the attached table as shown in the attached memo; the percentage changes are all less than the 5% threshold. Therefore, no

reapportionment is necessary. Administrator Hart will need to have the Commission Act on the Recommendation not to Reapportion the Budget Committee. Administrator Hart would then notify the Clerk in each municipality in Knox County and also send a letter to the Secretary of State indicating that there is no reapportionment necessary.

- *A motion was made by Commissioner Meriwether to on Recommendation Not to Reapportion the Knox County Budget Committee Districts Based Upon the Re-Districting Exercise and Population Numbers. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

VI. Discussion Items:

• Update on the KCPSB Floor Repair Project.

- Administrator Hart stated we are pretty close to done. Still trying to get final piece put together for cleaning the air ducts and cleaning the offices. Steam-matic leans vents they gave a price and they will be under Serv-Pro. We will be receiving an updated proposal. There are only two companies that clean vents. Once all this complete then everyone can move back in. sTill trying to figure out if this is covered under the insurance.

• Update on the Airport HVAC Project.

- A few minor things – picked up or sent the wrong trees. Need to fix the heat as having issues. Administrator Hart called Gary Robinson and he will have someone from Siemens come Wednesday morning to fix the heat problem. Re-run the gas lines today.

• Update on the Correctional Facility HVAC Project.

- First three phases will be wrapped up by end of month. Phase4 signed and approved a Letter of Intent for 2022. As part of the LOI, if don't move forward with that then will be a penalty, and we will have to pay unless we can give enough notice. Administrator Hart spoke with Gary Robinson and asked him if we let them know next week, he said that was fine. Administrator Hart was told that pricing has gone up so if we wait it could cost us more money. Siemens is having a 6% increase on all of their pricing, so that is something we have to look at. Trying to figure out what can we fund and what limits our liability the most in all the projects.

VII. Other Business:

- Our second Joint Commission & Budget Committee Meeting will be held this evening at 5:00 P.M.

X. 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 meeting adjourned at 2:35 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on December 14, 2021.