

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – January 12, 2021 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, January 12, 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, 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

Regular Meeting – Agenda

Tuesday – January 12, 2021 – 2:00 P.M.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Executive Session**
 1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).
- III. 2:15 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- IV. 2:18 Election of Officers**
 1. Elect Chair for 2021.
 2. Elect Vice-Chair for 2021.
 3. Elect Representative for 2021 to:
 - i. CCWI
 - ii. Union Negotiations
 - iii. Airport Public Advisory Committee
 - iv. MCEDD
 - v. Strategic Planning Committee
- V. 2:20 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 8, 2020.
 - iii. Monthly Written Departmental Reports.
- VI. 2:40 Action Items**
 1. Act to Approve Revised Job Descriptions.
- VII. 2:50 Discussion Items**
 1. Update on the Jail HVAC Project.
 2. Update on Airport HVAC Project
 3. Other
- VIII. 2:55 Other Business**
- IX. Adjourn**

2. Meeting Called to Order

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:03 P.M.

3. 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 2:04 P.M.

The executive session concluded at 3:10 P.M.

4. Public Comment

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

5. Election of Officers**1. Elect Chair for 2021**

- Commissioner Meriwether nominated Commissioner Parent to serve as Commission Chair for 2021. Commissioner Pohlman seconded the nomination. A vote was taken with both in favor. **(Commissioner Parent took over the meeting as newly elected Chair.)**

2. Elect Vice-Chair for 2021

- Commissioner Pohlman nominated Commissioner Meriwether to serve as Commission Vice Chair for 2021. Commissioner Parent seconded the nomination. A vote was taken with both favor.

3. Elect Representative to MCEDD, CCWI, Union Negotiations, and APAC for 2021

- *Commissioner Pohlman nominated Commissioner Parent to serve as Commission Representative to CCWI for 2021. Commissioner Meriwether seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Pohlman nominated Commissioner Parent to serve as Commission Representative for Union Negotiations for 2021. Commissioner Meriwether seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Pohlman nominated Commissioner Meriwether to serve as Commission Representative to the Airport Public Advisory Committee (APAC) for 2021. Commissioner seconded the nomination. A vote was taken with both in favor*
- *Commissioner Parent nominated Commissioner Pohlman to serve as Commission Representative to the MidCoast Economic Development District (MCEDD) for 2021. Commissioner Meriwether seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Parent nominated Commissioner Meriwether to serve as Commission Representative to the Strategic Planning sub-Committee. Commissioner Pohlman seconded the motion. A vote was taken with both in favor*

The list as it stands for the 2021 year:

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

6. 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 8, 2020.
- iii. Monthly Written Departmental Reports.

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

7. Action Items**1. Act to Approve Revised Job Descriptions.**

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

- *A motion was made by Commissioner Pohlman to Approve Job Descriptions of Transport Officer and Transport Supervisor. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

8. Discussion Items**1. Update on the Jail HVAC and Airport HVAC Projects.**

- A letter of intent was signed for progress to move forward. We are prepared to meet with Siemens, and want to get plans together to place a bid to vendors. A meeting will be held with Corrections Administrator Wood, Chief Polky, Administrator Hart, Finance Director Robinson and Maintenance/Building Manager Hagan.
- Administrator Hart emailed a draft to do a pre-bid on Monday January 25th. Should have pricing shortly within a week and a half.

2. Other

- PSB – The exterior drainage had been finished. With COVID there has been a slight delay until mid to late January. Right now we are looking to get the project going a little quicker. Will talk to Bob Duke about starting.
- Sheriff – Thanked Jim Hagan for helping out at the Jail last month. He did a fantastic job! Helped get the jail up to speed.

9. Adjourn

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

The regular meeting adjourned at 3:53 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on February 9, 2021.