

KNOX COUNTY COMMISSION

Regular Meeting

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

The regular meeting of the Knox County Commission was held on Tuesday, February 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, 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 Prosecutorial Assistant/Investigator Shane Riley.

Absent: Register of Probate Elaine Hallett, Register of Deeds Madelene Cole, Jail Administrator Bob Wood and District Attorney Natasha Irving.

Regular Meeting – Agenda

Tuesday – February 9, 2021 – 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 January 12, 2021.
 - iii. Monthly Written Departmental Reports.
 - iv. Warrants
 - v. Reserve Withdrawals.
- IV. 2:10 Action Items**
 1. Act to Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff's Association Lodge 700 for January 1, 2021 – December 31, 2023.
 2. Act to Approve Revised Job Descriptions.
 3. Act to Select a Construction Management Firm for the Construction of the Terminal Hangar at the Knox County Regional Airport.
 4. Act to Call for Nominations to Fill 4 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release.
 5. Act to Set the Mil Rate for 2021.
 6. Act to Set the Interest Rate on Delinquent County Taxes for 2021.
- V. 2:25 Discussion Items**
 1. Update on the KCPSB Floor Repair Project.
 2. Update on the Jail HVAC Project.
 3. Update on Airport HVAC Project
 4. Other
- VI. 2:30 Other Business**
- VII. 2:40 Executive Session**
 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- VIII. Adjourn**

I. Meeting Called to Order

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

II. Public Comment

Commissioner Chair Parent asked if there was any Public comment. There was 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 January 12, 2021.
- iii. Monthly Written Departmental Reports.
- iv. Warrants
- v. Reserve Withdrawals

#1. Warrant Authorization for December 2020 – January 2021 in the amount of \$3,914,719.96.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for December 2020-January 2021 in the amount of \$3,914,719.96.

- *A motion was made by Commissioner Meriwether to Approve the Warrant Authorization for December 2020 – January 2021 in the amount of \$3,914,719.96. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. Reserve Withdrawal Authorization for December 2020 in the amount of \$305.36.

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for December 2020 in the amount of \$305.36.

- *A motion was made by Commissioner Pohlman to Approve the Warrant Authorization for December 2020 in the amount of \$305.36. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

#3. Reserve Withdrawal Authorization for January 2021 in the amount of \$49,795.25.

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for January 2021 in the amount of \$49,795.25.

- *A motion was made by Commissioner Pohlman to Approve the Reserve Withdrawal Authorization for January 2021 in the amount of \$49,795.25. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items

1. Act to Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff's Association Lodge 700 for January 1, 2021 – December 31, 2023.

Attached is a marked up version of the Collective Bargaining Agreement (CBA) that was negotiated between the representatives of the Fraternal Order of Police (FOP) and the Management team that consisted of the Sheriff, Chief Deputy Polky, Captain Pinkham, Kathy, Commissioner Parent, Laurie, and Administrator Hart. FOP has voted to approve these changes and has signed two (2) clean originals, which Administrator Hart need the Commission and Sheriff to sign once the Commission votes to approve.

- *A motion was made by Commissioner Meriwether to Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff's Association Lodge 700 for January 1, 2021 – December 31, 2023. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Approve Revised Job Descriptions.

There are 2 redlined job descriptions from the Airport in the Commissioner's packets for review. They are Airport Maintenance Worker and Airport Maintenance Supervisor. All changes are shown in red-strikeout and red underline, blue strike-out and blue underline, and finally in purple strike-out and purple underline.

- Administrator Hart stated there is one minor change: Originally placed in job description that it required a Class 2 CDL license, and actually do not have those any longer. Now, it is a Class A,B or C license. This is a minimum of a Class B requirement. This minor change will be made in both job descriptions.
- *A motion was made by Commissioner Meriwether to Approve Revised Job Description for Airport Maintenance Worker and Airport Maintenance Supervisor as Revised. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Select a Construction Management Firm for the Construction of the Terminal Hangar at the Knox County Regional Airport.

The construction of the Terminal Hangar at the Knox County Airport will create a facility that will generate revenue for the airport, and provide a Part 135 operator with a cost effective building to service the Islands of Knox County from. The construction management firm is responsible for accelerating the construction process, providing bidding/vetting services for subcontractors, and responsible for overall construction of the building. Gartley and Dorsky issued a RFP in January for interested firms, and there were three responses. One of the responses was twice the amount of the other two for general conditions, so that proposal was thrown out, and Gartley and Dorsky interviewed the other two firms. Based on their experiences working with all of the firms, and information gathered through their interview process, Gartley and Dorsky and Stantec are both recommending Nickerson & O' Day to be awarded the contract to construct the hangar based on price and value.

- *A motion was made by Commissioner Meriwether to Select Nickerson and O'Day Construction Management Firm for the Construction of the Terminal Hangar at the Knox County Regional Airport based on best price and value. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Call for Nominations to Fill 4 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination /Appointment Timetable and Press Release.

Every year, 3 or 4 of the 10 APAC seats require reappointment. This year the District #1 Seat, the District #3 Seat, the Business Seat and the Environmental Seat need to be reappointed. The District #3 Seat is currently filled by Dick Witherspoon, he is completing his second full term and is eligible to be reappointed, which he would like. The District #1 Seat is filled by Maynard Curtis, and he is not interested in serving another term. Greg Peet is in the Business Seat and also has indicated that he does not intend to serve another term. Vivian Newman serves in the Environmental Seat, and also does not intend to hold the seat for another term. The APAC has reviewed the timetable and the press release and recommended the Commission approve both. The Airport Manager will send out informal notifications to the District #1 towns, the Chamber of Commerce for the Business Seat, and local land trusts for the Environmental Seat, asking them for nominations.

- *A motion was made by Commissioner Meriwether to Act to Call for Nominations to Fill 4 Seats on the Airport Public Advisory Committee (APAC) and Approve the nomination/Appointment Timetable and Press Release. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

5. Act to Set the Mil Rate for 2021.

The Commission will be asked to set the mil rate for 2021 now that the state valuations have been finalized/certified by Maine Revenue Services. The Budget Committee and the Commission voted to set the Total Municipal Tax Assessment for 2021 at \$8,612,782 as compared to \$8,442,600 for 2020. Administrator Hart recommends to the Commission for their approval to set the mil rate for 2021 at 0.0010865807, as compared to the mil rate for 2020 at 0.0010883496. The overlay figure is \$168,878, as compared to the overlay figure of \$165,541 for 2020, which is at the 2% maximum that's allowed by statute.

- *A motion was made by Commissioner Meriwether to Set the Mil Rate at 0.0010865807 for 2021. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

6. Act to Set the Interest Rate on Delinquent County Taxes for 2021.

Pursuant to 36 MRSA § 892-A, the County Commission may charge and collect interest on delinquent taxes. The rate of interest is established by the State Tax Assessor and shall be specified by a vote of the County Commissioners and notify the towns that they will be charged late fees if they do not pay their taxes on time. This is noted in several places in the tax bills and dispatch fees bills when they are sent to the towns. The county tax is due September 1, 2021, but late payment charges don't begin until November 1, 2021 as defined by statute. The rate of interest established by the State Tax Assessor for 2021 is 4%-6% simple annual interest. From 2009 through 2017, it was at 7%. For 2018, it was at 8%. For 2019 it was 9%. For 2020 it was 8%.

- *A motion was made by Commissioner Pohlman to Set the Interest Rate on Delinquent County Taxes for 2021 at 4%. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

V. Discussion Items

1. Update on KCPSB Floor Repair Project.

- Administrator Hart sent pictures of the EMA conference room, Floor Magic taking up the floor and a picture with the new tile laid down. There are still a few areas that need to be completed like the storage room, Ray's office &
- The versa shield has been installed.
- Now starting on Sheriff's Office side.
- Completion time frame is still undetermined at this time.
- Jim Hagan is spending a lot of time there moving things around and preparing for the new flooring.

2. Update on the Jail HVAC Project.

- Were scheduled to do a walk thru which was delayed. The new date for the walk through will take place on February 16th.

3. Update on Airport HVAC Project.

- A walk thru at the Airport has been done. Now we are waiting on pricing which will be available on February 18th.

4. Other

- Next Commission Meeting will be held on March 9th via ZOOM. Employee Recognitions will be first on the Agenda. Six Employees will be recognized and Department Managers have been notified.

- FOP Contract needs to be signed by Commissioners. Wendy will contact each to set up a time to come in and sign.
- TAN bids are due Monday, March 1st and will be opened in the Admin, Office at 2:00 P.M. The TAN Bid will be awarded at the March 9th Commission Meeting.
- Commissioner Pohlman wanted to know if should have a “working meeting” and include Jeremy Shaw to discuss CARES funded projects. A decision was made to meet on February 24th at 9:00 A.M. Administrator Hart will send an email to all other Department Managers and invite anyone who would like to attend.

VI. Other Business

No other business

VII. Executive Session

1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(A). The purpose of this executive session is to conduct the County Administrator’s annual review amongst the Commission. The County Administrator will not be present for this Executive Session. Laurie Bouchard, HR Consultant will be meeting with the Commission.
 - *A motion was made by Commissioner Pohlman to go into Executive Session Pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

The executive session convened at 3:07 P.M.

The executive session concluded at 3:54 P.M.

VIII. Adjourn

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

The regular meeting adjourned at 3:56 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

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