

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – August 10, 2021 – 2:00 P.M.

The Special Meeting of the Knox County Commission was held on Tuesday, August 10, 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, Finance Director Kathy Robinson, Administrative Assistant Wendy Galvin, Systems Administrator Mike Dean, Communications Director Robert Coombs, Airport Manager Jeremy Shaw, and Sheriff Tim Carroll and EMA Director Ray Sisk.

Absent: *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.*

Special Meeting – Agenda Tuesday August 10, 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. 2:02 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 June 30, 2021.
 - iii. Minutes of Regular Commission Meeting of July 13, 2021.
 - iv. Minutes of Special Commission Meeting of July 26, 2021.
 - v. Monthly Written Departmental Reports.
 - vi. Warrants.
 - vii. Reserve Withdrawals.
- IV. 2:10 Action Items**
- Act to Approve an Expenditure of State Forfeiture Funds to Purchase Radios for the Knox County Sheriff's Office.
 - Act to Award the Bid for the Security Fence & Gate Improvement Project at the Knox County Regional Airport, to be Funded by the CARES Act, to Gordon Contracting in the Amount of \$543,475.00, and to Authorize the County Administrator to Sign the Contract Agreement.
 - Act to Award the Bid for the Runway 13 Safety Area Improvements & Taxiway D Underdrain Project at the Knox County Regional Airport, to be Funded by the CARES Act, to George C. Hall and Sons, Inc. in the Amount of \$398,650.00, and to Authorize the County Administrator to Sign the Contract Agreement.
 - Act to Approve a Date & Time for the 2022 Budget Review with the Commission.
 - Act to Approve the 2022 Budget Process Calendar.
 - Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2022 Budget.
 - Act to Approve the Commission Meeting Two Times Per Month.
- V. 2:30 Discussion Items**
1. Discussion of Essential Workers Premium Pay.
 2. Update on the KCPSB Floor Repair Project.
 3. Updates on the Airport HVAC Project.
 4. Update on the Correctional Facility HVAC Project.
- VI. 2:45 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commissioner Meriwether called the Special Meeting of the Knox County Commission to order at 2:00 P.M.

II. 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 June 30, 2021.
- iv. Minutes of Special Commission Meeting of July 13, 2021.
- v. Minutes of Regular Commission Meeting of July 26, 2021.
- vi. Warrants
- vii. Reserve Withdrawals

- *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.*

III. Action Items**1. Act to Approve an Expenditure of State Forfeiture Funds to Purchase Radios for the Knox County Sheriff's Office.**

Sheriff Carroll is requesting to use State Forfeiture Funds to purchase 24 Radios for the Knox County Sheriff's Office. These are for radios purchased from our radio vendor Radio Communications Management (RCM), Inc. These were purchased in conjunction with Knox County EMA. As shown on the attached sheet, EMA Director Ray Sisk was able to fund a majority of the total purchase price from both 2018 and 2020 Homeland Security Grants and the balance of \$2,999.21 would be funded from State Forfeiture. The Sheriff will be present to explain this to the Commission and answer any questions that the Commission might have.

- *A motion was made by Commissioner Pohlman to Act to Approve an Expenditure of State Forfeiture Funds to Purchase Radios for the Knox County Sheriff's Office. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. Act to Award the Bid for the Security Fence & Gate Improvement Project at the Knox County Regional Airport, to be Funded by the CARES Act, to Gordon Contracting in the Amount of \$543,475.00, and to Authorize the County Administrator to Sign the Contract Agreement.

This CARES Act project was approved by the Commissioners in a joint meeting with the APAC in June of 2020 as a high priority project to be funded with the CARES Act money, and addresses the need to upgrade the Airport's perimeter fence and upgrade manual gates to an automatic opening system. There were two (2) bids received, and the lowest responsive bid was from Gordon Contracting, in the amount of \$543,475.00. The project is scheduled to be completed by June of next year, due to the availability of materials. Attached is the bid summary and letter of recommendation of the award from Stantec. Airport Manager Jeremy Shaw and Administrator Hart agree with Stantec, and recommend that the Commission award the bid to Gordon Contracting. Administrator Hart would also ask the Commission to authorize him to sign the Contract Agreement with Gordon Contracting.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid for the Security Fence & Gate Improvement Project at the Knox County Regional Airport, to be Funded by the CARES Act, to Gordon Contracting in the Amount of \$543,475.00, and to Authorize the County Administrator to Sign the Contract Agreement. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

3. Act to Award the Bid for the Runway 13 Safety Area Improvements & Taxiway D Underdrain Project at the Knox County Regional Airport, to be Funded by the CARES Act, to George C. Hall and Sons, Inc. in the Amount of \$398,650.00, and to Authorize the County Administrator to Sign the Contact Agreement.

This CARES Act project was also approved by the Commissioners in a joint meeting with the APAC in June of 2020 as a high priority project to be funded with the CARES Act money and addresses the Safety Area of Runway 13. To be within tolerances, safety areas on the approach and departure end of the runway must be maintained flat, with no areas of the surface rising or dropping more than 3 inches. The current safety area has a number of areas that exceed that margin greatly and it needs to be regraded. The project will get the Airport back into compliance and will get rid of certain areas of ledge that stick up above the surface. The Airport maintenance staff will then be able to maintain the entire surface. There were three bids received, and George C. Hall and Sons, Inc. was the lowest responsive bidder for the amount of \$398,650.00. Attached is the bid summary and letter of recommendation of the award from Stantec. Jeremy Shaw, Airport Manager and Administrator Hart agree with Stantec and recommend that the Commission award the bid to George C. Hall & Sons, Inc. Administrator Hart would also ask the Commission to authorize him to sign the contract agreement with George C. Hall & Sons, Inc.

- *A motion was made by Commissioner Pohlman to Act to Award the Runway 13 Safety Area Improvements & Taxiway D Underdrain Project at the Knox County Regional Airport, to be Funded by the CARES Act, to George C. Hall and Sons, Inc. in the Amount of \$398,650.00, and to Authorize the County Administrator to Sign the Contract Agreement. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. Act to Approve a Date & Time for the 2022 Budget Review with the Commission.

The Commission met with Department Managers to review the 2021 Budget Draft last year on Friday, October 2, 2020 at 9:00 a.m. Administrator Hart is proposing that the Commission meet to review the 2022 Budget draft with the Department Managers on Friday, October 15, 2021. Kathy and Administrator Hart are scheduled to meet with Department Managers for an initial review of the 2022 Budget the week of September 27-30, 2021.

- *A motion was made by Commissioner Pohlman to Act to Approve a Date & Time for the 2022 Budget Review with the Commission. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. Act to Approve the 2022 Budget Process Calendar.

Administrator Hart moved the start date of the entire Budget process to a later date and more specifically the Joint Budget Meetings with the Budget Committee and Commission, so that we will have better numbers for the Budget process with less change. We will also have more concrete numbers such as the paving for the Corrections (Jail) Facility and Public Safety Building and negotiations with the Unions (now have 3 unions – new union for dispatch) that would provide the time to put more realistic numbers to the budget. The later start makes much sense considering that insurances (employee health benefits, and workman's comp) almost always tend to be late arriving numbers of great significance and that this might be the way to go in future years as well. Administrator Hart has included the proposed 2022 Budget Review Sessions Schedule in the Commission packet for this discussion.

- *A motion was made by Commissioner Pohlman to Act to Approve the 2022 Budget Process Calendar. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2022 Budget.

The Commission decided in 2016 to only send invitations to the Mid-Coast Regional Planning Commission, MCEDD, the Knox-Lincoln Soil & Water, and Knox-Lincoln Counties Extension Service for the 2017 Budget process (invitations were not sent to Time & Tide RC&D or Restorative Justice, same as the year prior). The Commission will need to decide which organizations will receive invitations for the 2022 budget process. For the 2021 Budget, the Commission voted to send invitations to the following:

- a) Knox Lincoln Soil & Water Conservation District (KLSWCD)
- b) MidCoast Economic Development District (MCEDD)
- c) Knox Lincoln Counties Extension Service (KLCES)
- d) Restorative Justice Project

Knox County only funded KLSWCD, MCEDD, KLCES, and the Restorative Justice Project in the 2021 Budget.

- *A motion was made by Commissioner Pohlman to Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2022 Budget. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

7. Act to Approve the Commission Meeting Two Times Per Month.

The Commission had discussed and previously requested about meeting two times per month. The Charter indicates that for Regular Meetings that the Commission shall meet regularly at least once each month. The Commission can therefore approve to meet more than once per month.

- *A motion was made by Commissioner Pohlman to Act to Approve the Commission Meeting Two Times Per Month. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
- *A motion was withdrawn by Commissioner Pohlman to act to Approve the Commission Meeting Two Times Per Month. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to table the Act to Approve the Commission Meeting Two Times Per Month until the Commission Meeting on September 14, 2021. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

III. Discussion Item

1. Discussion of Essential Workers Premium Pay.

- Commissioner Pohlman acknowledge letter from Knox County mutual aid request for Dispatchers for the funds.
- Commissioner Meriwether stated she hoped communications knows is not a closed issue. An email was sent to the other commissioners regarding what priorities should be. Dispatchers are sitting at average pay,
- Director Coombs had discussion with HR & Administrator Hart regarding the premium pay. The lifeline of the County goes through 301 Park Street (Dispatch). All agencies need Dispatch.
- Commissioner Pohlman stated that the past decisions were made hastily, and she is sorry this whole situation makes Dispatchers think we don't see them as essential. They are. We need to come up with a frame work on essential workers premium pay. All of the essential workers should be recognized. It will take some time.
- Director Coombs feels this is critical that they get an answer right now. We've had over 15 years of a retention problem. This issue needs to be addressed at the September meeting.

- Commissioner Pohlman stated that we cannot vote today, but we should do a vote this week and this will be retro.
- Administrator Hart stated it would be retro back to when it was brought up with the Sheriff's Office. Will have to look at payroll and solidify a date that it will be retro to.
- Commissioner Meriwether stated will also have to discuss EMA and any other departments that may be eligible for the Essential Workers Premium Pay.
- Director Coombs agreed that discussion and voting about this issue at the September meeting would be acceptable.

2. Update on the KCPSB Floor Repair Project.

- Finishing mudding areas that will be replaced. Sheetrock has been mudded and taped and sanded. The plan is to start painting next week. Thursday, the floor will start to be repaired and replaced, and shooting for the week of August 23rd. If all goes as planned, we should be done in the beginning of September. The sewer line has been replaced. Paving contractor needs to come back to finish. Some departments at the EMA building are working from home due to dust.

3. Updates on the Airport HVAC Project.

- Email between Gary Robinson and Airport Manager Jeremy Shaw they are moving the actual location for the temporary chiller. This is being moved behind fenced in area near the terminal. Boiler will be here in two (2) weeks then will start on the heat exchanger. 70% done on controls and programming, and mechanical is about 50% done. All timelines are hinging on equipment showing up.

4. Update on the Correctional Facility HVAC Project.

- Next week electricians will be on site. Week of August 16th air handling units place those in selected spaces. The week of August 23rd DR5 and air handler unit one will be started and slated to be done by the end of October. Have moved out quite a few inmates to Two Bridges to allow them to move quicker in those areas.
- Sheriff followed up with the Corrections side and said that about half of the inmates have been moved to Two Bridges. We are also sending some staff to alleviate the cost and help out with the extra inmates. Typically the cost per inmate is \$65 and we have that down to \$22.50 because we are providing Knox County staff. When everyone is back, then we will be over capacity. Over capacity is happening all over the State.

IV. 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 3:41P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

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