

**KNOX COUNTY COMMISSION
KNOX COUNTY BUDGET COMMITTEE**

Joint Commission & Budget Committee Review Meeting

Knox County Commission and Budget Committee Thursday – September 16, 2021 – 5:00 P.M.

A Joint Commission and Budget Committee Review Meeting was held on Thursday, September 16, 2021, at 5:00 P.M., via ZOOM & in person at Knox County Courthouse 62 Union Street, Rockland, Maine. The Administrative Assistant was present to record the minutes of the meeting.

Commission members present: Commissioner Dorothy G. Meriwether, District #1, Commissioner Richard L. Parent, District #2 and Commissioner Sharyn L. Pohlman, District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, District Attorney Natasha Irving, Shane Riley, Register of Probate Elaine Hallett, Probate Judge Carol Emery, Register of Deeds Maddy Cole, Sheriff Tim Carroll, Airport Manager Jeremy Shaw and Systems Administrator Mike Dean.

Budget Committee members present: Chair Shawn Levasseur, Gayle Gallant, Bob Duke, Roger Peabody, Randy Stearns, Charles Grover, and Nick Lapham.

Absent: *Barry Norris*

Joint Commission & Budget Committee Review Meeting

via ZOOM

Thursday – September 16, 2021 – 5:00 P.M.

Please click on the link below for the ZOOM Meeting/Public comment

<https://zoom.us/j/93796857045>

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| I. | 5:00 | Meeting Called To Order (Chair Shawn Levasseur for the Knox County Budget Committee, Commission Chair Richard Parent, Jr. for the Knox County Commission) |
| II. | 5:01 | Approve Minutes (Chair Shawn Levasseur for the Knox County Budget Committee, Commission Chair Richard Parent, Jr. for the Knox County Commission)
1. Minutes of the 2021 Budget Public Hearing/Final Vote of December 10, 2020 |
| III. | 5:02 | Discussion of the District #3 Budget Committee Seat |
| IV. | 5:10 | Quarterly Budget Review
1. Review of 2021 YTD Through August 2021
2. Review Projects/Items of 2021 Budget
3. Review Projects/Items for 2022 Budget
4. Review Budget Calendar for 2022 Budget Process.
5. Other |
| V. | 5:10 | Adjourn |

I. Meeting Called to Order

The September 16, 2021 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Shawn Levasseur and Commissioner Chair Richard Parent, Jr. at 5:06 P.M.

- *Chair Levasseur made a motion to call the meeting to order at 5:06 P.M.*

- *Commissioner Parent made a motion to call the meeting to order at 5:06 P.M.*

II. Approve Minutes

1. Minutes of the Joint Commission and Budget Committee Review Meeting of December 10, 2020.
 - *Charlie Grover made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of December 10, 2020. Roger Peabody seconded the motion. A vote was taken with all in favor.*
 - *Commissioner Pohlman made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of December 10, 2020. Commissioner Meriwether seconded the motion. A vote was taken with all in favor.*

III. Discussion of the District #3 Budget Committee Seat:

- Shawn Levasseur has one seat and Thomas Marshall, Jr. chose not to run again. Administrator Hart has been in contact with the City of Rockland Town Manager Tom Luttrell and was told there has been no interest.
- Bob Duke suggested contacting Steve Carroll to run.
- Nick Lapham has a suggestion on someone who may like to run.
- Administrator Hart announced that if someone is interested please contact City of Rockland Town Manager Tom Luttrell. There is no deadline. The process is the interested person would have to go to the City, the City makes a recommendation, and then the person would need to be sworn in.

IV. Quarterly Budget Review:

1. Review of 2021 YTD Through August 2021
 - CPI for August 2021 is 5.83%.
 - The Cost of Living Adjustment (COLA) for the 2021 Budget was 1.39% as compared to 1.53% in the 2020 Budget.
 - FICA is set at 7.65% of the wages.
 - Health Insurance is calculated with a 10% increase. (This number may change as the Budget process continues.)
 - Risk Pool Assessment is calculated with a 10% increase. (This number may change as the Budget process continues.)
 - The Retirement Program includes the actual plan participation.
 - Resignation/Termination Benefits include sick leave payments for those that have an excess of ninety (90) days by the end of 2021.
 - The 2022 total Budget of \$816,703 shows an increase (9.67%) for the County Tax portion, and for the Communications Budget a 1% increase.
 - The 2022 Proposed Tax Assessment is \$9,445,819, the Dispatch Assessment Fee is at \$1,291,976, the 2021 Tax Assessment was \$8,612,782 and the Dispatch Assessment Fee was at \$1,282,846. The figure for 2021 utilized \$100,000 in Undesignated Fund Balance to reduce the 2021 Tax Assessment figure. The 2022 figure proposes to utilize \$200,000 in Undesignated Fund Balance to reduce the 2022 Tax Assessment figure.
 - Telephone contract for the County – The County has negotiated a new contract agreement with Consolidated Communications so we will be receiving new pricing as our old contract ran out. In 2021, our pricing increased with no notice of our contract expiration, so we came to an agreement that the increased costs will be credited once the new equipment is installed. Thus, the reason for the increased cost for our Telephone & Pagers lines which is affecting all Departments.
 - There are five (5) major reasons for the increase in the 2022 Budget:
 - 1) Increases in Personnel Services in all Departments based on the wage increase.

- 2) There will be changes in participation and projected increases in Health Insurance Premium
- 3) Building Maintenance – increase \$41,828 – Courthouse Budget which includes \$6,674 increase in Building Repairs & Maintenance, and an increase of \$24,657 in Capital Projects for exterior masonry repair.
- 4) Sheriff's Office Personnel Services increase of \$75,577 – including wages and benefits. Vehicle replacement costs increased by \$30,000.
- 5) Corrections Budget increase of \$782,279 – This includes a \$637,167 increase in the Jail Inmate Medical Services Contract as well as a \$278,929 increase in Capital Projects. This amount also includes exterior masonry, paving & HVAC upgrades.

2. Review Projects/Items of 2021 Budget:

- Airport HVAC system – This is being funded out of CARES Act money. We have been working with Siemens with the replacement of controls and mechanical equipment. The current upgrade is moving along well. Will go to permanent chiller next week. Majority of system had to be replaced. This was funded with FAA so had to go with the lowest bidder.
- Jail HVAC was budgeted \$476,300 for 3 phases to be completed in 2021. The 4th phase will be in the 2022 Budget. All air handlers are now on site. Coils are being replaced. Currently mounting the control panels. The 1st air hand unit will arrive on September 29th. Everything will be done in November 2021. Will see if we can fund some of the project with ARPA money. Phase four (4) is around \$170,000.00. – This will be combining one (1) unit into two (2) units.
- Jail paving – Need to do entry road, parking lot and sidewalk, near Dispatch, had to have Gartley Dorskey plan it. Putting paved walk way for Jail guards to walk the fence. The bid came in at \$292, 000 and was sent to eight (8) vendors. This will go back out to bid in October. Then this will go before the Commissioners on November 9th to award the new bid. Paving was done in 1990 and only been patched since. If we do this now, we will not have to touch this for 20-25 years. We have \$175,000 budgeted this year. At this point this is a 2022 project.
- Public Safety Building - Started flooring, and then had sewer backup. Ended up having two (2) backups. 2nd back up was not as bad as first one. Jim Hagan rigged something so could see if was going to back up again. Talked to the City of Rockland. The bricks in the manhole settled. Administrator Hart and Jim Hagan met with Rockland City Manager Tom Luttell, and City didn't have the money to fix it. Talked to Gartley & Dorskey and they fixed the problem which cost the County \$30,000.
- Wide discussion ensued about whether it is the City of Rockland's responsibility to cover the cost or the County. (The line that goes into the manhole is our responsibility.)
- 1st week of August found out that there was a mold problem in Sheriff's Office. Had a microbiologist come in to find out what was causing the mold problem. Waiting for the test results. Sheriff's Office vacated and some of EMA is rotating their schedule. Dispatch has not been affected.

3. Review Projects/Items for 2022 Budget

- Correctional Facility – We had Knowles Industrial Services look at the Correctional Facility as there are many issues with the brick, mortar and caulking at the facility. There are failed sealants at the sills, windows and control joints. Damaged CMU blocks, isolated areas of failed mortar joints and porous masonry that needs masonry sealer applied. There is also an area of partial flashing install and missing flashing altogether. The scope of work includes: remove, prepare the substrate, and replace the caulking at the control joints, windows, doors and sills. Replace damaged brick and CMU, spot grind and repoint mortar joints with properly matched mortar, wash and

seal the brick and CMU masonry, install flashing on the roof to cover termination as done in some locations, areas 1, 5 & 6 for \$105,000 will be done in the 2022 Budget, and areas 2, 3 and 4 will be done for \$85,000 in the 2023 Budget. The final Capital item is the water system. This is a new item for \$35,000.

- Courthouse – Replacement of stair treads, painting, and carpet replacement within the Courthouse Facility. Every 8-10 years need to replace the caulking. The West elevation needs to be repointed, which is the back of the building near Finance and Deeds Office. This section was originally done in 2009-2010 by a regular masonry company. At that time, the mortar was not tested and unknown to the County, the wrong mortar was installed.
 - In 2023 will combine South and East elevations. By combining South and East elevations we are hoping to receive better pricing.
4. Review Budget Calendar for 2022 Budget Process:
- Administrator Hart stated that we have moved things back a bit compared to last year.
 - Date is set to meet w/Commissioner on October 15th.
5. Other:
- Have to adopt the Remote Meeting Policy at the next meeting scheduled for November 4, 2021.

V. Adjourn

- *Gayle Gallant made a motion to adjourn the meeting. Nick Lapham seconded the motion. A vote was taken with all in favor.*
- *Commissioner Pohlman made a motion to adjourn the meeting. Commissioner Meriwether seconded the motion. A vote was taken with all in favor.*

The next Joint Quarterly Budget Committee & Commission Meeting will be held on November 4th
@ 5:00 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Budget Committee and Knox County Commission approved these minutes
at the Joint Meeting held on November 4, 2021.**