

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 8, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, March 8, 2022, 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 Register of Probate Elaine Hallett.

Absent: Human Resources Laurie Bouchard, Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, and District Attorney Natasha Irving.

Other: Lizzie Dickerson, Dispatcher Tracie Webster, Finance Specialist Bethany Vargas and Deputy Finance Director/Treasurer Barbie Sylvester.

Regular Meeting – Agenda

Tuesday – March 8, 2022 – 2:00 P.M.

Due to the prevalence of the COVID-19 Omicron variant in Knox County and the inherent risk to the health and safety of our employees and the public from it, the Chair of the Knox County Commissioners determines there is an emergency situation that requires the Knox County Commission to hold its public meetings remotely via Zoom video conference on an ongoing basis until further notice, as allowed under the Knox County Commission Remote Participation Policy and 1 M.R.S. Section 403-B.

I. 2:00 Meeting Called To Order

II. 2:01 Presentations

1. KRCC – Certificate of Recognition.
2. Employee Recognition Presentations.

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 Regular Commission Meeting of February 8, 2022.
 - iii. Monthly Written Departmental Reports.
 - iv. Warrants
 - v. Reserve Withdrawals.

V. 2:15 Action Items

1. Act to Approve the North Haven Deputy Services Contract for January 1, 2022 – December 31, 2022.
2. Act to Approve the Vinalhaven Deputy Services Contract for January 1, 2022 – December 31, 2022.
3. Act to Sell the 2014 Ford Explorer AWD Vehicle of the Sheriff's Office to EMA.
4. Act to Approve the Transfer to Reserves from the 2021 Budget in the Amount of \$186,846.
5. Act to Approve to Rejoin the Maine Public Employees Retirement System (MPERS) Under the Consolidated Plan for Participating Local Districts for the Knox Regional Communication Center Communications (Dispatch) Employees.
6. Act to Approve the Knox County Airport Hazardous Conditions Compensation Program.
7. Act to Discuss and Vote on Whether to Continue Remote Meetings of the Commission.

VI. 2:30 Discussion Items

1. Update on the KCPSB Floor Repair Project.

2. Update on the Airport HVAC Project.
3. Update on the Correctional Facility HVAC Project.
4. Other

VII. 2:45 Other Business

VIII. 3:00 Executive Session

1. Convene in Executive Session for Discussion or Consideration of the Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6)(C).

IX. Adjourn

I. Meeting Called to Order

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

II. Presentations

1. KRCC – Certificate of Recognition:

Dispatcher having the opportunity to coach people through giving birth over the phone is actually very rare. Many times first responders arrive before the baby is actually born. Not on this occasion. On January 16th, Dispatcher Tracie Webster was able to keep the mother giving birth and other family members calm, and give them the tools they needed to safely deliver the baby before the first responders arrived.

Director Coombs read a letter from the State of Maine regarding receiving her Stork Pin.

2. Employee Recognition Presentations

In years past, we have held this in person in the Commissioners Hearing Room and with employees present if they could be and wanted to be. Last year, for 2021, employee recognition presentations were made via a Zoom Meeting. Once again, this year, we will make these presentations via the Zoom Meeting and will recognize employees for their years of service and dedication to Knox County virtually. Department Managers will present the awards to each respective employee in person for their respective department. The years of service being recognized this year happen to be for 5, 10, 15, 20, 30, and 35 years.

III. Public Comment

Commissioner Chair Meriwether asked if there was any public comment.

There was none.

IV. Consents 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 February 8, 2022
- iii. Monthly Written Departmental Reports
- iv. Warrants
- v. Reserve Withdrawals

- *A motion was made by Commissioner Parent to approve the consent items 1-3 as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

- #1. Warrant Authorization for February 2022 Effective December 2021 in the amount of \$353,193.52.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for February 2022 Effective December 2021 in the amount of \$353,193.52.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for February 2022 Effective December 2021 in the amount of \$353,193.52. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. **Warrant Authorization for February 2022 in the amount of \$1,086,420.89.**

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for February 2022 in the amount of \$1,086,420.89.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for February 2022 in the amount of \$1,086,420.89. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#3. **Reserve Withdrawal Authorization for February 2022 in the amount of \$42,615.00.**

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for February 2022 in the amount of \$42,615.00.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for February 2022 in the amount of \$42,615.00. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Action Items

1. **Act to Approve the North Haven Deputy Services Contract for January 1, 2022 – December 31, 2022.**

This is a renewal of the current contract that expired on December 31, 2021. There were quite a few changes as you can see by the marked up version. The Sheriff made these suggested changes to mirror the Vinalhaven Deputy Services Contract. The Sheriff and Rick Lattimer, North Haven Town Administrator has e-mailed back and forth a few times to make some changes.

- *A motion was made by Commissioner Pohlman to Act to Approve the North Haven Deputy Services Contract for January 1, 2022 – December 31, 2022. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Approve the Vinalhaven Deputy Services Contract for January 1, 2022 – December 31, 2022.**

This is a renewal of the current contract that expired on December 31, 2021. There were very few changes made to the contract. It is mostly just date and name changes. The Commission has been provided a marked-up copy of the contract so you can see the changes. Administrator Hart e-mailed Andrew Dorr, Vinalhaven Town Manager the proposed changes and he did not respond, even after a 2nd follow-up. These changes were provided to the Sheriff and Chief Deputy.

- *A motion was made by Commissioner Pohlman to Act to Approve the Vinalhaven Deputy Services Contract for January 1, 2022 – December 31, 2022. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. Act to Sell the 2014 Ford Explorer AWD Vehicle of the Sheriff's Office to EMA.

Ray Sisk, EMA Director has spoken to the Sheriff about this vehicle. The vehicle's title is still in the possession of the Town of Vinalhaven, as it used to be the Patrol Deputy's vehicle used on the Town of Vinalhaven. It was owned by the Town of Vinalhaven. During Deputy Service Contract negotiations with the Town of Vinalhaven, it was discussed, that the Sheriff's Office will be providing the Patrol vehicle to the island as we do with North Haven. The Sheriff's Office has had possession of the vehicle since then. The title paperwork was not changed at that time. We are requesting that the Town of Vinalhaven sign the title over to Knox County. The Sheriff has negotiated a "trade" with said vehicle at a value of \$10,500.00. Therefore, EMA would have to come up with \$10,500 for the Sheriff's Office vehicle, as the Sheriff has to either trade in the vehicle to Rockland Ford, as they offered a \$10,500 value for a trade-in for new vehicles, or \$10,500 in money that we can provide to Rockland Ford to satisfy the \$10,500 value. The paperwork was received yesterday with the Town signing the title and provided a bill of sale.

- *A motion was made by Commissioner Pohlman to Act to Sell the 2014 Ford Explorer AWD Vehicle of the Sheriff's Office to EMA in the amount of \$10,500.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. Act to Approve the Transfer to Reserves from the 2021 Budget in the Amount of \$ 185,672.00.

Enclosed is a spreadsheet created by Finance Director Kathy Robinson that shows the Transfer to Reserves from the 2021 Budget that Administrator Hart is asking the Commission to approve. The transfer is for capital projects not completed in 2021, and scheduled for 2022. The motion would be to approve the Transfer of Reserves from the 2021 Budget in the amount of \$185,672.

- *A motion was made by Commissioner Parent to Act to Approve the Transfer to Reserves from the 2021 Budget in the Amount of \$185,672.00. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

5. Act to Approve to Rejoin the Maine Public Employees Retirement System (MPERS) Under the Consolidated Plan for Participating Local Districts for the Knox Regional Communication Center Communications (Dispatch) Employees.

This was discussed during the most recent Union negotiations session with the Knox County Communications Association (KCCA) and the Knox County Management Team. Enclosed is the wording of the vote for Knox County to Rejoin MainePERS for its Communication (Dispatch) Employees Effective July 1, 2022 Under Plan #3N. The County Commission voted back in September 2015 to join MPERS as a New PLD for the Sheriff's Department Law Enforcement Officers. This was for Plan 3N and was negotiated with the Fraternal Order of Police (FOP). The County Commission also voted back in May 2019 to rejoin MPERS as a participating PLD for the Knox County Jail's Correctional Employees. This was also for Plan 3N and was negotiated with the National Correctional Employees Union (NCEU). This will allow us to attempt attracting experienced employees who are already enrolled in MainePERS with another employer and can roll it into our MainePERS Plan. The paperwork was received yesterday with the Town signing the title and provided a bill of sale.

- *A motion was made by Commissioner Pohlman to Act to Approve to Rejoin the Maine Public Employees Retirement System (MPERS) Under the Consolidated Plan for Participating Local Districts for the Knox Regional Communications Center Communications (Dispatch) Employees. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. Act to Approve the Knox County Airport Hazardous Conditions Compensation Program.

On November 8, 2021, the Knox County Airport Advisory Committee approved sending the Hazardous Conditions Compensation Program to the Knox County Commission for consideration. The program, based on the standard stipend rate set by the County, is designed to compensate employees that work in work environments that are considered hazardous. Unlike the blanket yearly stipends that other departments are applying for, this program is only used during the course of a Knox County Commission designated hazardous working condition such as a pandemic. The Airport is self-sufficient and will fund the program directly through Airport revenue, and not Federal funds. For the next 2 years, the funds will be eligible for reimbursement under the CARES Act.

- *A motion was made by Commissioner Pohlman to Act to Approve the Knox County Airport Hazardous Conditions Compensation Program. Commissioner Parent seconded the motion. A vote was taken with zero in favor and three against. Therefore, the Act did not pass.*

7. Act to Discuss and Vote on Whether to Continue Remote Meetings of the Commission.

Chair Meriwether had e-mailed to see what Administrator Hart had heard about starting live meetings again. Administrator Hart indicated that he had not heard anything to date. Some boards continue to still meet remote, some meet with a hybrid option, and others are meeting strictly in-person. Chair Meriwether further indicated that she would like to start in person as soon as it is safe. She also mentioned to me that, unfortunately, Maine CDC still seems to be working through their backlog, so we don't have an entirely clear view of case rates in Knox County. This is entirely up to the discretion of the Commission, who can review what's said by the federal CDC, Maine CDC and Dr. Shah. The Commission can decide, in accordance with the remote meeting provisions of FOAA and the Remote Participation Policy they adopted, whether there's an emergency or urgent event that requires the Commission to meet remotely. If there are members of the Public who may be concerned with attending a meeting in-person (there may be immune-compromised or those who live with them), the Commission could decide to offer a hybrid format where people can attend by Zoom or other videoconference technology. And there is nothing to prevent people who want to remain cautious for personal/medical reasons from wearing a mask to an in-person meeting.

- *A motion was made by Commissioner Pohlman to Act to Continue to Continue the Remote Meetings of the Commission. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

VI. Discussion Items:

1. Update on the KCPSB Floor Repair Project.

It is more the cleaning of the building to remove the mold, and getting employees back in building. At the last meeting we had we were still working on SERVPRO cleaning the EMA side. That has been completed. We received the follow up test after the cleaning was done. The test came back as it did not pass in a couple of areas. SERVPRO went back in to clean again at their cost. Once they re-cleaned then the EMA side passed. SERVPRO moved to the Sheriff's side of the building. Could be another week and half (1 1/2), worst case two (2) weeks. Once this is completed then we will do the expedited test. If the test passes then the S.O. can reoccupy that side of the building. If the test fails, then SERVPRO will have to come back and clean and pay for an additional test. If all goes well then everyone should be able to go back into the building in the next two and

a half weeks. This has been a long process. A lot of this is out of our control. We have been at the mercy of the vendor.

2. Update on the Airport HVAC Project.

Facility graphics have to be created, install graphics for the computer system and controls training for the staff will be at the Siemens office in April. The final start up with split system and cooling once the warmer weather arrives. They want to do a walk through to see if there are any outstanding items before we make the final payment to them. Airport Manager Shaw talked about the noted increase of operational costs with the contract are \$9,000. The increase is due to the number of items we added to the system which increased the operational costs, but everything else is good so far.

Administrator Hart finished finalizing the service agreements with Siemens today. The three (3) year contracts are the Airport, Public Safety, Courthouse and the Jail which started January 1, 2022 – December 31, 2024. In 2023 that will increase from \$4,800 to \$13,000 for the Airport portion. The reason for this is they would then be covering both of the controls, automation and mechanical. Even though there is a one (1) year warranty they will be doing a PM on everything. We incurred the same thing when we did the upgrade at the Courthouse.

3. Update on the Correctional Facility HVAC Project.

Things are about the same. The only addition is they've got to power the condensing units and the cooling system needs to be started up. They also have some finish grating to do outside once the ground thaws out, and installation of pressure monitoring of the device in the holding cell which was done at the end of last week or this week. They want to do a walk through and look at all the open items and then have a final check.

4. Other

Administrator Hart mentioned that the 2022 budget under Building Maintenance for the Courthouse, we had the west elevation facade which is the back of the Courthouse near the back parking lot (near Deeds and Finance); the brick, mortar and caulking had to be redone. We have a section between Finance and Deeds where the brick is actually bulging out of the building. That was approved and was \$65,912 to do the west facade. A big portion of that (\$40,000) was funded out of reserves, and the rest (\$25,000) came out of the operating budget. Knowles Industrial Services is the vendor as they did all the other elevations back in 2016. They started this past Monday, and will be around another two to two and a half weeks. Next year, we are slated to budget the north and south facade, and then the east facade in 2024 and those are just caulking only. The caulking needs to be done every 8-10 years.

Yesterday he testified before the Joint Committee on State and Local Government about LD2005 which is the redistricting on the Knox County Budget Committee. They had a Public Hearing that went fairly quick. Then they went into work session and voted to approve the bill. That will now go to be voted on the floor and they need 2/3 to pass, then the Governor needs to sign it, once the Governor signs the document then it will be official. They also discussed LD 1806 which is the boundaries between Waldo and Knox County. We have had two zoom meetings with State Land Use Planning Commission and representatives from Waldo County regarding Lasell Island. Don Richards, who is a surveyor, sent an email to assist Knox County at no cost. We have agreed the State Land Use Planning Commission will draw a map that we have tentatively agreed upon, and will

discuss then bring to Knox Commissioners, Waldo County Commissioners will consider it for their approval and will go back to State and Local Government next January. There will be a bill cosponsored by Representative Matlack and a representative for Waldo County. The recommendation at this point is that Lasell Island will be in Waldo County because the maps are incorrect. It also indicates that some of the other islands which include Mark Island, Mouse Island and others are also in Waldo County. It doesn't really have a big impact on Knox. The only thing we want to make sure is that the line that runs to Camden and Rockport is correct, and the line back to Hancock County and Isle au Haut is also correct. More information will be available once we get the map and then we will have a meeting where Representative Matlack will attend the meeting. At that meeting we will have the Commission, Don Richards and Leticia vanVuuren.

Administrator Hart also mentioned that as soon as they finished the re-districting, Representative Matlack brought that up and they voted not to pass on the current bill due to the session will be over and they would not have time to act on it. This would be brought back next year and co-sponsored by a Knox and Waldo County representative. Administrator Hart mentioned that Lizzie Dickerson sent an email and asked if Knox County would consider a simple resolution in support Ukraine.

Commissioner Meriwether asked how this would be implemented.

Administrator Hart stated that to do a resolution it would have to be in writing. We can schedule a Special Meeting to act on that item if the Commission wishes.

Commissioner Parent stated if we don't have an action item can discuss it, but we cannot act on it. He would be opposed to supporting it because then he'd be concerned we would have to support every organization that wants to be represented by the Courthouse.

Commissioner Pohlman has not seen a resolution so she cannot make any decisions at this time.

Commissioner Parent supports what Rockland City Council might approve, but we have not seen the resolution so he would like to see first.

Commissioner Meriwether wanted to know if Lizzie is asking if the Commissioners would like to have a Special Meeting set up. She will not going to ask for Special Meeting unless have there is full support of the other two Commissioners.

All commissioners approve to discuss this in April.

Administrator Hart will get the approved items from the City of Rockland for the Commissioners to read. This was voted on and approved by the Rockland City Council.

Chief Deputy Polky stated

VII. Other Business

Administrator Hart stated there has been discussion between the four (4) Kerry Kipfer, the Administrator for Lincoln County has been trying to schedule a meeting with the Sheriff, the Administrators, and then there was discussion about having all Commissioners or just one Commissioner and that has been bantered back and forth. Administrator Hart received a text from the Sheriff that he just received notification that they want to have a meeting next Wednesday with each Sheriff, each Administrator and one Commissioner from each County. He thinks this would be in person but there may be an option to participate remotely. The question would be if it is only one Commissioner who would like to attend? Commissioner Meriwether asked if this a meeting to discuss consolidating the Jail system between the four (4) Counties?

Administrator Hart stated there have been many meetings between the Sheriff, the Correctional Administrator and possibly others. Right now the discussion is in the begging

stages, they have advanced it some and now they would like to discuss it with the Administrators and one Commissioner.

Chief Deputy Polky stated there are so many concepts still it is more of a sounding board of at least one Commissioner and the Administrators from each of the four (4) Counties to have that discussion. There was some concern that if we did get into meeting all of the Commissioners that it would have to be a Public meeting. Then there was also concern that some of that would have to go to Executive Session because there would be some discussions that were not for Public consumption.

Administrator Hart stated at some point they would be comfortable to bring in all Commissioners from all four (4) Counties to have a Public meeting on it. So which Commissioner would like to represent at that meeting.

Commissioner Pohlman stated she is interested but not sure she can attend. She would like more info but feels this is a good idea for moving forward and what the Counties are trying to do with regionalization and collaboration.

Commissioner Parent feels the same way and thinks this is a good idea.

Commissioner Meriwether is happy to attend.

Chief Deputy Polky stated he wasn't sure where the meeting will be. He will let her know.

Commissioner Pohlman suggested Commissioner Meriwether to initially attend and when the time comes she will take over.

VIII. Executive Session

1. Convene in Executive Session for Discussion or Consideration of the Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6)(C).

Jeremy and Administrator Hart will be present to discuss property for the Airport. Please do not discuss this as we will provide all of the information needed in the Executive Session.

- *A motion was made by Commissioner Pohlman to go into Executive Session Pursuant to 1 M.R.S.A. §405(6)(C) for Discussion or Consideration of the Acquisition of Real Property. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

The executive session convened at 4:05 P.M.

The executive session concluded at 4:44 P.M.

IX. Adjourn

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

The regular meeting adjourned at 4:44 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on April 12, 2022.