

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – April 12, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, April 12, 2022, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether and Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Systems Administrator Mike Dean and EMA Director Ray Sisk.

Absent: Sharyn L. Pohlman, Commissioner District #3, Human Resources Laurie Bouchard, Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Communications Director Robert Coombs, Chief Deputy Patrick Polky, Register of Probate Elaine Hallett and District Attorney Natasha Irving.

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

Regular Meeting – Agenda

Tuesday – April 12, 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 2:01 P.M.

II. Presentation:

DA's Office – Recognition of Retirement:

Roxanne Simmons – Receptionist for the Knox County District Attorney's Office is retiring effective Friday April 15th. We are recognizing Roxanne for 21 Years of Service to Knox County. Congratulate Roxanne for her years of dedicated service to Knox County and wishing her a happy and enjoyable retirement.

Employee Recognition Years of Service 2021:

5 Years:

- Stephanie Polky
- Lauren Ward
- Bethany Vargas
- Jeremy Shaw

10 Years:

- Warren Heath, III.

15 Years:

- John Palmer
- Donald Murray

20 Years:

- Roxanne Simmons
- Victorine Davis
- Robert Coombs

30 Years:

- Julie Allen

35 Years:

- Kelly Leland
- Stephanie Laite
- Barbie Sylvester

III. 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 March 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 amended. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

#1. Warrant Authorization for March 2022 in the amount of \$2,313,560.46.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for March 2022 in the amount of \$2,313,560.46.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for March 2022 in the amount of \$2,313,560.46. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

#2. Reserve Withdrawal for January and February 2022 in the amount of \$4,173.94.

Please find enclosed all of the background for this Reserve Withdrawal. The motion would be to approve the Reserve Withdrawal for January and February in the amount of \$4,173.94.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for January and February 2022 in the amount of \$4,173.94. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

#3. Reserve Withdrawal Authorization for March 2022 in the amount of \$1,849.69.

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for March 2022 in the amount of \$1,849.69.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for March 2022 in the amount of \$1,849.69. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

IV. Action Items

1. Act to Approve the Collective Bargaining Agreement (CBA) Between the County of Knox and the Knox County Communications Association for January 1, 2022- December 31, 2022.

Administrator Hart has included a redlined version of the Collective Bargaining Agreement (CBA) that was negotiated between the representatives of the Knox County Communications Association (KCCA) and the Management team that consisted of Robert Coombs, Kathy Robinson, Commissioner Parent, Laurie Bouchard, and Administrator Hart. KCCA has agreed to the 1-Year CBA and agreed to sign two (2) originals after the Commission reviews and votes to approve the CBA. The Commission will sign two (2) originals and then Administrator Hart will provide it to the officers of KCCA to sign both originals and keep one for their files and return one signed original to Knox County for our files.

Robert Coombs and Administrator Hart can answer any questions at the meeting. If the Commission has any specific questions in regards to this, please do not hesitate to contact Administrator Hart.

- *A motion was made by Commissioner Parent to Act to Approve the Collective Bargaining Agreement (CBA) Between the County of Knox and the Knox County Communications Association for January 1, 2022 - December 31, 2022. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. Act to Award the Bid for the 2022 Tax Anticipation Note.

The County sent out an RFP for the 2022 TAN to five (5) banks. Bids will be due on Friday April 1st at 2:00 PM, at which time they will be opened. A copy of the bid results is in your packet.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for the 2022 Tax Anticipation Note to Machias Savings Bank for December 31, 2022 in an amount not to exceed \$3,600,000.00 with an interest rate of 1.99%. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. Act to Approve the Appointments to the Airport Public Advisory Committee (APAC)

The Airport Public Advisory Committee and Airport Manager Jeremy Shaw make the following recommendations for appointments to the APAC this year:

- **Aladar Nesser, Commercial Pilot Seat**, Camden, appoint for 3 year term through 2025.
- **Igor Myachin, Flying Club Seat**, Rockland, appoint for a 3 year term through 2025.
- **Adam Philbrook, Owls Head Seat**, Owls Head, appoint for a 3 year term through 2025.
- Airport Manager will bring the Flying Club Seat back to the May 10th Commission Meeting.
- *A motion was made by Commissioner Parent to Act to Approve the Appointment of Aladar Nesser, Commercial Pilot Seat and Adam Philbrook, Owls Head Seat to the Airport Public Advisory Committee (APAC). The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. Act to Approve the Revised Knox County Regional Airport Public Advisory Committee (APAC) By-Laws.

James Katsiaficas had reviewed the current by-laws and made the following recommendations for changes:

- Fix the number of APCA voting members at ten (10) instead of up to ten (10);
- Establish a quorum of six (6) voting members for APAC Committee meetings;
- Establish a quorum of a majority for APAC Subcommittee meetings;
- Delete proxy voting and limit electronic voting to remote participation in accordance with FOAA and the Remote Participation Policy adopted by APAC; and provides that questions are determined by majority vote, meaning a majority of the total Committee or subcommittee membership (this could be changed to majority of those present and voting if the Commission wishes). The current language (“All questions shall be determined by a majority vote, which shall be deemed to mean a majority of the members represented”) is difficult to interpret and apply, and so is replaced by “All questions shall be determined by a majority vote, which shall be deemed to mean a majority of the total voting membership of the Committee or Subcommittee.”

These were discussed with the APAC at their meeting held on February 7th, and they wanted the quorum revisited as well as some other items. Jim made those changes in February 2022 and the

following amended version; which included the following and is the redlined version that you have in your packet, included these additional revisions:

- The quorum for APAC meetings is five – ½ (5 ½) of total voting membership (ten) 10, to account for the difficulty in assembling APAC members to hold meetings;
- The quorum for Subcommittee meetings in no less than half of the Subcommittee’s total membership, which varies between three and ten; and
- “Majority” for both the Committee and Subcommittees is defined as a majority of voting members who are present and voting.

It was also explained by Jim that the APAC is an advisory committee; it is subject to Maine’s Freedom of Access Act (FOAA). Therefore, a meeting of APAC, as a committee established by Knox County, is a “public proceeding” under FOAA, and so must comply with FOAA (s402(2)(B)).

- *A motion was made by Commissioner Parent to Act to Approve the Revised Knox County Regional Airport Public Advisory Committee APAC) By-Laws. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #5 Lease from Augustus Lookner to Cantwell Clark V and Approve and Authorize the Chair to Execute the Request for Lease Assignment.

Mr. Lookner has sold his hangar to Cantwell Clark, V. The sale has closed so the Consent Assignment document is required to transfer the lease agreement for the land the hangar sits on to Mr. Clark, V. This request is for the Commission to authorize the Chair to execute the consent and assignment document therefore approving transferring the lease agreement of the Hangar #5 lease as well as the request for lease assignment.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #5 Lease from Augustus Lookner to Cantwell Clark, V. and Approve and Authorize the Chair to Execute the Request for Lease Assignment. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. Act to Award the Bid for the Hangar Taxilane Phase 1 Electrical Service Project at the Knox County Regional Airport, Funded by the CARES Act, to Hedstrom Electric for the Amount of \$275,950.

Associated with the Hangar Taxilane projects, the airport is bringing power onsite to a central location so that hangar developers can get power from a pad-mounted transformer close to the hangar sites. The airport published a Request for Bids, and two bids were received. Stantec has recommended that the County award the bid on the Base-bid price. Hedstrom Electric was the lowest responsive bidder in the amount of \$275,950.

- *A motion was made by Commissioner Parent to Act to Award the Bid for Hangar Taxilane Phase I Electrical Service Project at the Knox County Regional Airport, Funded by the CARES Act, to Hedstrom Electric for the Amount of \$275,950. Commissioner Meriwether seconded the motion. A vote was taken with all in favor.*

7. Act to Approve and Sign the Resolve Supporting the People of the Ukraine.

Administrator Hart has included in your packet a resolve for your review and to consider for approval and all of your signatures. This is almost the same resolve that the City of Rockland City Council adopted, only changing the name to Knox County.

Commissioner Meriwether read the Resolve Supporting the People of Ukraine in its entirety.

- *A motion was made by Commissioner Parent to Act to Approve and Sign the Resolve Supporting the People of the Ukraine. The motion was seconded by Commissioner Meriwether A vote was taken with all in favor.*

8. Act to Approve Revised Job Descriptions:

There are three (3) marked up job descriptions from the District Attorney's Office in the Commissioner's packets for review. First, we made slight revisions to the Receptionist position, as the position needed to be posted with the current employee's pending retirement. Then, Kelly Leland obtained approval from District Attorney Natasha Irving to have the Receptionist and Legal Secretary II positions report to her, which meant that the Legal Secretary II job description needed updating. Finally, Kelly's position (the "Administrative Secretary and Computer Network Systems Administrator") was updated to reflect supervision and for a new (shorter) title change to "Administrative Office Coordinator" in the DA's Office.

- a. Receptionist
- b. Legal Secretary II
- c. Administrative Office Coordinator

- District Attorney Irving stated these three (3) job description changes are for the three (3) workers that sit in the front of the D.A.'s office. These job description changes reflect what is going on right now. The one big change is that the Receptionist and Legal Secretary II will now report to the Administrative Office Coordinator, and the Office Coordinator will report to District Attorney Irving.

- *A motion was made by Commissioner Parent to Act to Approve Revised Job Descriptions for Receptionist, Legal Secretary II and Administrative Office Coordinator. The motion was seconded by Commissioner Meriwether A vote was taken with all in favor.*

V. Discussion Items:

1. Discussion of Cybersecurity within Knox County Government.

- Commissioner Meriwether asked for a brief summary as to where we in with the ten (10) questions posed. (*To see the list of questions please inquire.*)
- Mike is audited each year and we are at 98% success rate.
- Commissioner Meriwether thinks there should be some technological oversight as we have two people in the IT department not being overseen by anyone. Would like Commission, Administrator and IT Director to have a conversation about this in Executive Session
- Administrator Hart asked if today we should we provide ten (10) answers to the Commission on Cybersecurity.
- Commissioner Meriwether stated she requested the answers in an email and would like all three (3) Commissioners present for this discussion.

2. Update on the KCPSB Floor Repair Project.

The floor repair project is now completed. SERVPRO and Steamatic cleaned all vents. EMA and Sheriff's Department are now in their office space. We did receive an invoice from SERVPRO, so this will be submitted to Risk Pool to cover. This bill is in excess of \$100,000, and we are hopeful Risk Pool will cover this claim. One HVAC compressor unit let go late last week. We are asking them a quote a replace compressor, and will check to see if this is still under warrantee. Unfortunately, five (5) years is the life expectancy on compressors. We will be filing a claim for this.

3. Update on the Airport HVAC Project.

- Airport Manager Shaw stated there is still a leak they need to fix. Today they are starting the wall mounted units. The project is essentially finished just a few items to tweak at this point. We are getting close to finishing.

4. Update on the Correctional Facility HVAC Project.

- Administrator Hart stated they are working on some cooling components. There was an issue with some electrical service because t the service that was up in the attic they thought was adequate for the system, and then they found out they just needed to modify what was there. Right now that is in the works. A walk thru will need to be completed.

5. Other

- Administrator Hart stated there will be another Joint meeting this Thursday with the Budget Committee and Commissioners for the ARPA. The plan would be to get through the whole list and then get a final meeting scheduled.
- Knowles Industrial completed the West façade of the Courthouse for the brick repair, mortar replacement and caulking. That section, (backside) is done for another eight (8) to ten (10) years. Next year we are doing the East façade. While Knowles was there, Administrator Hart asked him about the Probate stairs in the front of the building. Those were repaired in 2010 and the foundation had collapsed causing the stairs to tilt with large gaps as well. Those were repaired and new foundation. Since then the caulking is starting to move and he gave us a quote for 2023 Budget to be done in conjunctions with the East side. The quote we received was approximately \$12,000.00 and that will get us through another eight (8) to ten (10) years.
- Commissioner Meriwether stated an email was received from Lauren Haven who was requesting us to reach out to our Legislators to support passing LD1654, which is the Act to Stabilize State Funding for County Corrections.
- The Sheriff stated it was passed and with the support of the Maine Sheriff's Association. It wasn't exactly what they were asking for or looking for as there was some language in the there they had some problems with. Right now the language in the law is \$12 million. In order to get at least he \$20 million in which currently is roughly 20%, we conceded to some of the language. Our concern is the cost is going to go up, and where does that 20 million lie? In two, three or four years from now, that \$20 million will be less than the 20% just due to the cost of everything going up. Really at the end of the day it will be the State that will make the final decision. Currently it is much better than it has been in the past. At least this locks in a good

amount of money to help us at the County Jail level. This could potentially ease some of our immediate stresses.

- Commissioner Meriwether asked what the percentage of the Jail Budget is of the entire County Budget.
- Finance Director Robinson stated she will get that information to her.

VII. Other Business

VI. 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) and for Consultations With Legal Counsel Pursuant to 1 M.R.S.A §405(6)(E).

- *A motion was made by Commissioner Parent to Convene in Executive Session for Discussion or Consideration of the Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6)(C) and for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E). The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The executive session convened at 3:26 P.M.

The executive session concluded at 5:25 P.M.

VII. 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 5:47 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on May 10, 2022.