

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – May 10, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, May 10, 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 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, Technical Support Specialist Zach Greene, EMA Director Ray Sisk and Communications Director Robert Coombs.

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

Regular Meeting – Agenda

Tuesday – May 10, 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. 2:05 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

III. 2:10 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 April 11, 2022.
 - iii. Minutes of Regular Commission Meeting of April 12, 2022.
 - iv. Monthly Written Departmental Reports.
 - v. Warrants
 - vi. Reserve Withdrawals.

IV. 2:15 Action Items

1. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 43 Lease from Keith and Dawn Daggett to Daniel D. Richard, Trustee of the Daniel D. Richard Trust Agreement and Approve and Authorize the Chair to Execute the Request for Lease Assignment.
2. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 45 Lease from Dan Dufault to Keith and Dawn Daggett and Approve and Authorize the Chair to Execute the Request for Lease Assignment.
3. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Matthew Stilphen, d/b/a Cluck & Burger @ Terminal A to Operate a Restaurant in the Airport Terminal.
4. Act to Approve Revised Job Descriptions
 - a. Victim Witness Advocate
 - b. Emergency Management Agency (EMA) Director

V. 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. Update on the Status of the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.
5. Other

VI. 2:45 Other Business**VII. 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) and for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).

VIII. 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. Public Comment:

None

III. Consents Items1. Approve Consent Items as Presented:

- i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature
- ii. Minutes of Special Commission Meeting of April 11, 2022
- iii. Minutes of Regular Commission Meeting of April 12, 2022
- iv. Monthly Written Departmental Reports
- v. Warrants
- vi. Reserve Withdrawals

- *A motion was made by Commissioner Pohlman to approve the consent items 1-4 as amended. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#1. **Warrant Authorization for April 2022 in the amount of \$1,506,221.49.**

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for April 2022 in the amount of \$1,506,221.49.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for April 2022 in the amount of \$1,506,221.49. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. **Reserve Withdrawal for February and March 2022 in the amount of \$11,370.00.**

Please find enclosed all of the background for this Reserve Withdrawal. The motion would be to approve the Reserve Withdrawal for February and March in the amount of \$11,370.00.

- *A motion was made by Commissioner Pohlman to Approve the Reserve Withdrawal for February and March 2022 in the amount of \$11,370.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#3. **Reserve Withdrawal Authorization for April 2022 in the amount of \$48,477.75.**

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for April 2022 in the amount of \$48,477.75.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for April 2022 in the amount of \$48,477.75. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items

1. **Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #43 Lease from Keith and Dawn Daggett to Daniel D. Richard, Trustee of the Daniel D. Richard Trust Agreement and Approve and Authorize the Chair to Execute the Request for Lease Assignment.**

Mr. and Mrs. Daggett have sold their hangar to Daniel D. Richard, Trustee of the Daniel D. Richard Trust Agreement. 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. Richard. 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 #43 lease as well as the request for lease assignment. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Pohlman to Act and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #43 Lease from Keith and Dawn Daggett to Daniel D. Richard, Trustee of the Daniel D. Richard Trust Agreement and Approve and Authorize the Chair to Execute the Request for Lease Assignment. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #45 Lease from Dan Dufault to Keith and Dawn Daggett and Approve and Authorize the Chair to Execute the Request for Lease Assignment.**

Mr. Dufault has sold his hangar to Keith and Dawn Daggett. 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. and Mrs. Daggett. 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 #45 lease as well as the request for lease assignment. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #45 Lease from Dan Dufault to Keith and Dawn Daggett and Approve and Authorize the Chair to Execute the Request for Lease Assignment. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. **Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Matthew Stilphen d/b/a Cluck & Burger @ Terminal A to Operate a Restaurant in the Airport Terminal.**

The restaurant space at the Airport was vacated in August by “Bill Clifford’s Original Kitchen” in Mid-August of 2020. Due to the extensive CARES Act projects including security upgrade and HVAC replacement, we didn’t look for an immediate replacement. This spring we advertised for a new tenant, and the ad was viewed over 18,000 times. It brought in over a dozen different individuals interested in the space, but only 3 expressed a true interest. April 22 was the deadline for proposals, and out of the

three (3) interested parties, only one (1) submitted a Letter of Intent, and a Sample menu. The menu is well rounded, and the interested individuals bring years of restaurant experience to the table. Their intent is to operate most days from 7-3:30, and have two (2) nights a week where they offer a dinner service. Tuesdays a Taco night, and another day of the week, a burger and local brew night.

- *A motion was made by Commissioner Pohlman to Act to and Authorize the County Administrator to Sign the Concessionaire Agreement for Matthew Stilphen d/b/a Cluck & Burger @ Terminal A to Operate a Restaurant in the Airport Terminal. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. Act to Approve Revised Job Descriptions

There are two (2) marked up job descriptions in the packet. One is the Victim Witness Advocate position in the District Attorney's Office, and the other is the EMA Director position. The two Victim Witness advocates requested changes to their job description, and have approval for these changes from District Attorney Natasha Irving. I requested that Ray Sisk review and update his job description in light of his pending retirement, and in advance of the job announcement to recruit for the position.

- *A motion was made by Commissioner Parent to Act to Approve Revised Job Descriptions for the Witness Victim Advocate and EMA Director. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Discussion Items:

- 1. Update on the KCPSB Floor Repair Project.**
Administrator Hart supplied updates.
- 2. Update on the Airport HVAC Project.**
Administrator Hart supplied updates.
- 3. Update on the Correctional Facility HVAC Project.**
Administrator Hart supplied updates.
- 4. Update on the Status of the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.**
Administrator Hart supplied updates.

VII. 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 Pohlman 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 Parent. A vote was taken with all in favor.*

The executive session convened at 2:29 P.M.
The executive session concluded at 3:35 P.M.

VI. 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 3:37 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 14, 2022.