

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – June 14, 2022 – 2:00 P.M.**

The regular meeting of the Knox County Commission was held on Tuesday, June 14, 2022, at 2:00 P.M., via ZOOM.

**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, IT Director Mike Dean, Airport Manager Jeremy Shaw, Technical Support Specialist Zach Greene, EMA Director Ray Sisk and Communications Director Robert Coombs, Administrative Programs Coordinator Candice Richards and Geospatial Database Manager Leticia vanVurren.

**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 – June 14, 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. EMA Office – Recognition of Retirement.
- 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 May 10, 2022.
    - iii. Monthly Written Departmental Reports.
    - iv. Warrants
    - v. Reserve Withdrawals.
- V. 2:15 Action Items**
  1. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 36 Lease from Robyn Campbell to Penobscot Island Air 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 # 31 Lease from Robyn Campbell to Mark Miller and Approve and Authorize the Chair to Execute the Request for Lease Assignment.
  3. Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Land Lease Agreement at the Knox County Regional Airport for Dan Dufault d/b/a Maine Seaplanes LLC.
  4. Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Waters Aero Marine, Inc. d/b/a Penobscot Island Air for Space in the Airport Operation Facility at 10 Benner Lane.
  5. Act to Approve and Authorize the County Administrator and Airport Manager to Identify Excess Properties at the Knox County Regional Airport to Return to the Tax Rolls of the Two Abutting Municipalities.
  6. Act to Award Bids for Three (3) New Vehicles for Use by the Sheriff's Department.
  7. Act to Approve the Amended Fee Schedule in the Knox County Public Information Policy.
  8. Act to Approve the Knox/Waldo County Line Proposed Map.

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|--------------|-------------|--------------------------|---|
| <b>VI.</b>   | <b>2:30</b> | <b>Discussion Items</b>  | <ol style="list-style-type: none"> <li>1. Update on the KCPSB Floor Repair Project.</li> <li>2. Update on the Correctional Facility HVAC Project.</li> <li>3. Update on the Status of the Knox County Correctional Facility &amp; Knox County Public Safety Building Paving Project.</li> <li>4. Other</li> </ol> |
| <b>VII.</b>  | <b>2:35</b> | <b>Other Business</b>    |   |
| <b>VIII.</b> | <b>2:45</b> | <b>Executive Session</b> | <ol style="list-style-type: none"> <li>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).</li> </ol>  |
| <b>IX.</b>   | <b>3:00</b> | <b>Action Item</b>       | <ol style="list-style-type: none"> <li>1. Act to Authorize the County Administrator to Sign the Purchase and Sales Agreement for the Benner Lane Hangars on Behalf of Knox County and to Hire an Engineer for a Phase 1 Environmental Site Assessment.</li> </ol>   |
| <b>X.</b>    |             | <b>Adjourn</b>           |   |

## **I. Meeting Called to Order**

Commissioner Meriwether called the regular meeting of the Knox County Commission to order at 2:06 P.M.

## **II. Presentation:**

### **1. EMA Office – Recognition of Retirement:**

- Administrator Hart stated Ray has a long distinguished service with Knox County as the Knox County EMA Director. Ray has over fourteen (14) years of service to Knox County as the EMA Director. He made the EMA office one of the best in the State from where it was when he started. Ray has served as Chair of Safety Committee for years. That committee grew by leap and bounds. The County as a whole received the Shape award due to his efforts. He wants to give Ray a lot of accolades. He is one of the top Department Managers that we have in the County. Administrator Hart hopes he gets to enjoy his family and retired life.
- Commissioner Meriwether stated she is extremely blessed and fortunate to work with Ray. She was the EMA liaison for Red Cross and spent a Christmas with Ray, so she worked with him before. She stated that Ray will be sorely missed.
- Commissioner Parent stated it is a pleasure to know that EMA is run by a truly professional person and no one does it any better.
- Commissioner Pohlman said she echoes all the sentiments and you are like a rock Ray. You will be greatly missed not just in this County but across the State because of your reach, your knowledge and your great grace under pressure. You will be greatly missed.
- Commissioner Meriwether wanted to acknowledge another loss to the County as Michael Dean has resigned his position. She wants to honor his time and his keeping everything running. He will be missed very much.
- Commissioner Pohlman wanted to thank Mike for everything. Our loss is their gain. You are always keeping us all connected and you will be missed.
- Administrator Hart gave some background on Mike. Mike had multiple titles while with Knox County. He started out in 2008 as the IT Support Assistant, 2012 we changed it to the Systems

Administrator and in 2020 we changed his title change of IT Director which was the appropriate title for that position. Mike moved up the ranks and he has done an excellent job and has put a lot of things in place in that department. He wishes Mike good luck in the future and with his new opportunity.

- Commissioner Parent said he said he'll be lost, Mike assists with a lot. Best of luck in the future!
- EMA Director Sisk stated we've asked mike to do a lot of crazy things and pull rabbits out of hats. He has taken over cybersecurity analysis piece, there is a lot of moving parts, and Mike has taken this on smoothly. Mike does amazing work and he will be missed.
- Commissioner Meriwether wishes Ray and Mike the best with their future endeavors.

**III. Public Comment** – Public Comment during other portions of the meeting will be granted by permission of the Chair.

**None.**

**IV. Consents 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 May 10, 2022
- iii. Monthly Written Departmental Reports
- iv. Warrants
- v. Reserve Withdrawals

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

#1. Warrant Authorization for May 2022 in the amount of \$2,020,146.29.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for May 2022 in the amount of \$2,020,146.29.

- *A motion was made by Commissioner Pohlman to Approve the Warrant Authorization for May 2022 in the amount of \$2,202,146.29. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#2. Reserve Withdrawal for May 2022 in the amount of \$8,569.43.

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 \$8,569.43.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for May 2022 in the amount of \$8,569.43. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**2. Action Items**

1. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #36 Lease from Robyn Campbell to Penobscot Island Air and Approve and Authorize the Chair to Execute the Request for Lease Assignment.

Ms. Campbell has sold her hangar to Penobscot Island Air. The sale has closed so the Consent Assignment document is required to transfer the lease agreement for the land the hangar sits on to Penobscot Island Air. 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 #36 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 #36 Lease from Robyn Campbell to Penobscot Island Air 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 #31 Lease from Robyn Campbell to Mark Miller and Approve and Authorize the Chair to Execute the Request for Lease Assignment.**

Ms. Campbell has sold her hangar to Mark Miller. 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. Miller. 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 #31 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 to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #31 Lease from Robyn Campbell to Mark Miller 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.*

3. **Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Land Lease Agreement at the Knox County Regional Airport for Dan Dufault d/b/a Maine Seaplanes LLC.**

Hangar #56 is located on the new hangar taxilane, at the Knox County Regional Airport. This lease is the first of 23 new leases in the new hangar area recently permitted by the Town of Owls Head after an 18 month delay. This lease will be for one of the two (2) planned 80'x80' hangars. Dan Dufault is an existing hangar owner, and the addition of this hangar adds no additional aircraft or noise to the Airport or neighboring community.

- *A motion was made by Commissioner Pohlman to Act to and Authorize the Chair to Sign and Execute a New Hangar Land Lease Agreement at the Knox County Regional Airport for Dan Dufault d/b/a Maine Seaplanes LLC. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. **Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Waters Aero Marine, Inc. d/b/a Penobscot Island Air for Space in the Airport Operation Facility at 10 Benner Lane.**

With the receipt of the CARES Act funding in May of 2020, the County elected to rebuild the County-owned Benner Lane crew house that was rented by Penobscot Island Air (PIA) for transient air crews. The building is now nearly complete, and will be ready for occupancy in the coming weeks. PIA will rent a portion of the building, while the County will retain use of 2 bedrooms, a kitchenette, and a full bath in a separate area of the facility.

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Waters Aero Marine,*

*Inc. d/b/a Penobscot Island Air for Space in the Airport Operation Facility at 10 Benner Lane. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. **Act to Approve and Authorize the County Administrator and Airport Manager to Identify Excess Properties at the Knox County Regional Airport to Return to the Tax Rolls of the Two Abutting Municipalities.**

The County has acquired numerous properties over the years to help facilitate operating a safe Airport. Some residents of the Towns of Owls Head and South Thomaston have voiced concern that Airport property represents land taken from the municipal property tax rolls. Now that the Airport has the property it needs to operate safely and efficiently, it can examine ways to offer to return excess, non-aviation properties back to the tax rolls of our two neighboring communities by selling these properties for fair market value. This will allow the County to balance the safety and operational needs of the Airport with the financial needs of the surrounding communities.

- Administrator Hart stated that he and Airport Manager Shaw had a meeting with the Cemetery Committee to spell out what needs to be done to get the proposal moving forward. Will have another meeting. The County is very interested in working with the Town of Owls Head.
- Commissioner Meriwether asked County Administrator Hart to explain what the cemetery project is.
- Administrator Hart stated the County was approached by Dick Carver and asked if the County would sell the cemetery to Town of Owls Head. Right now we have a 99 year lease. To purchase a cemetery lot it has to be ok'd by the Administrator. In the future we may have to move grave sites depending on the situation. This is why the Town would like to own the property. In the past, the FAA would not allow it. We did have a discussion with FAA.
- Airport Manager Shaw stated there are no available spaces in the cemetery as of now. People are reluctant to buy a lease because of this.
- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator and Airport Manager to Identify Excess Properties at the Knox County Regional Airport to Return to the Tax Rolls of the Two Abutting Municipalities. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act to Award Bids for Three (3) New Vehicles for Use by the Sheriff's Department.**

An RFP was sent out to for three (3) new vehicles to seven (7) vehicle vendors on Friday May 20, 2022. Bids were due back on Tuesday June 7, 2022 at 12:00 PM, at which time they were publicly opened. One (1) vendor submitted a bid. The bid results sheet is included in with your packet for your review. The Sheriff will be reviewing the one bid and will make a recommendation of how to proceed in awarding the bid on Tuesday at the meeting.

- The Sheriff stated we put out a request to seven (7) dealerships. We received one (1) bid back from Quirk ford in Augusta. Police cars have become a problem to get. Currently waiting to get three (3) new cruisers from December 2021. The build date had been moved three (3) times already. Thirty-five (35) are on their way next month. Places not willing to put out bids for next year. We have do not have money yet so we wanted to wait until January 2023. It's been over two (2) years since we have received any new cruisers. Hopefully this year we can use money that we wouldn't have to use next year.
- Finance Director Robinson stated the one thing Commission could do is pay for vehicle from the undesignated fund this year. We have just finished the audit. The undesignated

fund is looking good right now at 32%. If we bought those right now would bring us to 28%.

- Commissioner Meriwether asked if we bought these vehicles right now would we have to pay 100% for even if they are not delivered right away. Still asking to approve three (3) in packet so you would be getting six (6) instead of three (3).
- Commissioner Meriwether asked do you want this done in two separate motions.
- *A motion was made by Commissioner Pohlman to Act to Award Bids for Three (3) New Vehicles for Use by the Sheriff's Department, and to Grant the Authority to the Sheriff to secure, purchase and outfit three (3) vehicles in an amount not to exceed \$200,000.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**7. Act to Approve the Amended Fee Schedule in the Knox County Public Information Policy.**

Administrator Hart has enclosed a red-lined and amended fee schedule that includes date changes and also amends the Fee Schedule for the time spent by County staff researching fulfilling requests for any records/information requested of all departments, including FOA Requests. The statute for charging for time spent changed from \$15/hr. after the first hour, to \$25/hr. after the second hour. This is the only change at this time.

- Administrator Hart stated the major revision is the date change and hours spent for County staffing and billing request.
- *A motion was made by Commissioner Pohlman to Act to Approve the Amended Fee Schedule in the Knox County Public Information Policy. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**8. Act to Approve the Knox/Waldo County Line Proposed Map.**

Administrator Hart has been working with Leticia vanVuuren, Geo Geospatial Database Manager and Don Richards, on the county boundary line between Knox and Waldo Counties which includes the archipelago of Islesboro. Enclosed is a draft map that representatives from Waldo County, representatives of Knox County, representatives of the State Land Use Planning Commission, and Representative Ann Matlack, have all agreed to which designated a new proposed line between Knox and Waldo counties. Robinson Rock would remain in Knox County and Lasell Island and some small other rock islands would be in Waldo County. Leticia and Administrator Hart will be present at the meeting Tuesday to discuss this further with the Commission.

- *A motion was made by Commissioner Pohlman to Act to Approve the Knox/Waldo County Line Proposed Map. 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:**

- Administrator Hart has submitted a reimbursement request to the Risk Pool for cleaning HVAC vents, ceiling vent, EMA, Patrol and Dispatch and clean the offices of the Sheriff's Department. Then a couple of weeks after that, Administrator Hart submitted a request for the evidence room. This was retested and test came back positive that it was

clean. A reimbursement was submitted for that and that did close that. Malcolm has acknowledged this and reviewing it. We are waiting for his response.

2. **Update on the Airport HVAC Project:**

- Finishing up the first three (3) phases.

3. **Update on the Status of the Knox County Correctional Facility & Knox County Public Safety Building Paving Project:**

- There were a couple of discussions with Dorsky and they have had a couple discussions with Hagar. There is a meeting scheduled tomorrow with the Sheriff, Jim Hagan, Captain Wood, Administrator Hart, Gartley Dorsky and a Hagar representative regarding the project.

VII. **Other Business:**

- Administrator Hart met with Matthew Eddy who is the Executive Director of MCOG and he will meet with the Commission in July.
- Commissioner Pohlman stated that she had an opportunity to meet with Matthew Eddy last week and was very impressed and looking forward to his presentation.
- Airport HVAC is working great, but a lot of unforeseen costs. Administrator Hart will look into that and provide an update.
- Commissioner Meriwether wanted to talk about meeting remotely as numbers are lower now but transmission is still high.
- Commissioner Parent stated he would think about going back to in person, but he is not ready to come back yet.
- Administrator Hart stated it's up to how the Commissioners feel. We are in the process of getting equipment to Commissioners hearing room.
- Commissioner Meriwether said the hybrid option doesn't work yet. She thinks until that option is fully operational we should continue with ZOOM meetings. She suggested taking it one (1) month at a time.

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).**

- *A motion was made by Commissioner Pohlman to Postpone 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) until June 29<sup>th</sup> at 8:00 A.M. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

IX. **Action Item:**

1. **Act to Authorize the County Administrator to Sign the Purchase and Sales Agreement for the Benner Lane Hangars on Behalf of Knox County and to Hire an Engineer for a Phase I Environmental Site Assessment.**

- *A motion was made by Commissioner Pohlman to Postpone to Act to Authorize the County Administrator to Sign the Purchase and Sales Agreement for the Benner Lane Hangars on Behalf of Knox County and to Hire an Engineer for a Phase I Environmental Site Assessment until June 29<sup>th</sup> at 8:00A.M. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**X. 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 3:48 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

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