

KNOX COUNTY COMMISSION KNOX COUNTY BUDGET COMMITTEE

Joint Commission & Budget Committee Review Meeting & Public Hearing **Knox County Commission and Budget Committee Tuesday– September 27, 2022 – 5:00 P.M.**

A Joint Commission and Budget Committee Review Meeting & Public Hearing was held on Tuesday, September 27, 2022, at 5:00 P.M., via ZOOM & in person at Knox County Courthouse 62 Union Street, Rockland, Maine.

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

County staff present included: County Administrator Andrew Hart, 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 Patrick Polky, Airport Manager Jeremy Shaw and IT Director Zachary Greene.

Budget Committee members present: Barry Norris, Vice Chair Roger Peabody, Charles Grover, Bob Duke and Nick Lapham.

Absent: *Commissioner Richard L. Parent, District #2, Administrative Assistant Wendy Galvin, Gayle Gallant, Randy Stearns and Chair Shawn Levasseur.*

Joint Commission & Budget Committee Review Meeting & Public Hearing **via ZOOM** **Tuesday – September 27, 2022 – 5:00 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 Chairs of the Knox County Commissioners and the Knox County Budget Committee determine there is an emergency situation that requires the Knox County Commission and Knox County Budget Committee to hold its public meetings remotely via Zoom video conference on an ongoing basis until further notice, as allowed under the Knox County Commission and Knox County Budget Committee Remote Participation Policies and 1 M.R.S. Section 403-B.

Click on link below to join ZOOM Meeting:

<https://us06web.zoom.us/j/83563966728>

Click on link below to join Town Hall Streams Meeting:

https://townhallstreams.com/stream.php?location_id=50&id=47534

- I. 5:00 Meeting Called To Order** (Vice Chair Roger Peabody for the Knox County Budget Committee, Commission Chair Dorothy Meriwether for the Knox County Commission)
- II. 5:01 Approve Minutes** (Vice Chair Roger Peabody for the Knox County Budget Committee, Commission Chair Dorothy Meriwether for the Knox County Commission)
 - 1. Minutes of the 2022 Supplemental/Amended Budget Public Hearing/Final Vote of May 17, 2022.
- III. 5:03 Public Hearing**
 - 1. Vice Chair Peabody Opens Public Hearing on the 2022 Proposed Amended Knox County Budget.
 - 2. Vice Chair Peabody Closes Public Hearing.
- VI. Budget Committee Vote on 2022 Amended Budget**
 - 1. Vote to Approve 2022 Amended Budget and Transmit to Commission.
- V. Commission Vote on 2022 Amended Budget**
 - 1. Vote to Approve 2022 Amended Budget.

VI. 5:15 Quarterly Budget Review

1. Review of 2022 YTD Through August 2022.
2. Review Projects/Items of the 2022 Budget.
3. Review Projects/Items for the 2023 Budget.
4. Review Budget Calendar for 2023 Budget Process.
5. Other

VII. Adjourn

I. Meeting Called to Order

The September 27, 2022 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Vice Chair Roger Peabody and Commissioner Chair Dorothy Meriwether at 5:14 P.M.

- *Vice Chair Peabody made a motion to call the meeting to order at 5:14 P.M.*
- *Commissioner Meriwether made a motion to call the meeting to order at 5:14 P.M.*

II. Approve Minutes

1. Minutes of the 2022 Supplemental/Amended Budget Public Hearing/Final Vote of May 17, 2022.

- *Barry Norris made a motion to approve the Minutes of the 2022 Supplemental/Amended Budget Public Hearing/Final Vote of May 17, 2022. Nick Lapham seconded the motion. A vote was taken with all in favor.*
- *Commissioner Pohlman made a motion to approve the Minutes of the 2022 Supplemental/Amended Budget Public Hearing/Final Vote of May 17, 2022. Commissioner Meriwether seconded the motion. A vote was taken with all in favor.*

III. Public Hearing

1. Chair Levasseur Opens Public Hearing on the 2022 Proposed Amended Knox County Budget.
No one
2. Chair Levasseur Closes Public Hearing.

IV. Budget Committee Vote on 2022 Amended Budget

- ***Administrator Hart provided an explanation of the Amended Budget:***
Administrator Hart stated as part of the ARPA Review and the Airport CARES Act & AIP review that we started in January of 2022, and finished with the Public Hearing and Final Vote on May 17, 2022. One item was the Benner Lane Hangar purchase which was funded out of CARES for a total of \$750,000. That was approved by the Commissioners and Budget Committee at the Public Hearing/Final Vote. At that time we were told by the FAA the whole amount could be funded through CARES. Airport Manager Shaw was informed that if we were to sell the Hangars the money would have to go back to the FAA as it was a requirement of CARES. We were then advised by legal that we would have to bring it back for reconsideration by the Budget Committee and Commissioners to fund it from the Undesignated Fund Balance. This way, when we do sell the Hangars we would be able to keep the funds. The total dollar amount does not change it is just the funding source. \$600,000 would be taken out of CARES and come out of Undesignated Fund Balance. The \$150,000 would stay in the Airport Improvements Projects (AIP). We are just further amending the allocation.

1. Vote to Approve 2022 Amended Budget and Transmit to Commission.

- *Barry Norris made a motion to approve the 2022 Amended Budget. Charles Grover seconded the motion. A vote was taken with all in favor.*

V. Commission Vote on 2022 Amended Budget

1. Vote to Approve 2022 Amended Budget.

- *Commissioner Pohlman made a motion to approve the 2022 Amended Budget. Commissioner Meriwether seconded the motion. A vote was taken with all in favor.*

VI. Quarterly Budget Review

Review of 2022 YTD through August of 2022

- Jail revenues are delayed due to DOC delays payments.
- Public Safety Building – we are over 95,000. Had a claim for mold and water backup. A claim was submitted to Risk Pool and have not heard back. In the meantime we had to incur the expense as we are waiting to see if it will be covered.

1. Review Projects/Items of the 2022 Budget:

- West Elevation repointing at Courthouse – Knowles Industrial Services
- Jail HVAC Phases 1-3 have been completed. Phase 4 is currently being worked on. This was part of the ARPA funds. This should be done at end of October beginning of November.
- Airport HVAC is complete with the exception of re-insulation of piping.

2. Review Projects/Items for the 2023 Budget:

- East and South elevations of the Courthouse (*caulking maintenance*). This will be removing of the sealant, sealing around windows and door joints and new caulking. The East elevation is in front by Probate. The stairs will also be part of this project. The South elevation will have the same done. We have in the Budget \$69,700 and that will complete those two (2) sides. In 2024 we will do the North elevation and then we will not have to do anything for 8-10 years.
- Phone system upgrade for all facilities is the second (2nd) project. The phone system we have right now is through High Tech. The system is 15-20 years old. We have to put four (4) main units in each facility. (*Airport, Courthouse, Public Safety and Jail*) We have forty (40) new units and headsets for all. Those will appear in each Budget for each facility. The total for this upgrade is \$61,690.

3. Review Budget Calendar for 2023 Budget Process:

- Vice Chair Peabody read the upcoming meeting dates from the calendar. Our next
- The next Joint Quarterly Budget Committee & Commission Meeting will be held on **Thursday, November 3, 2022 at 5:00 P.M.5:00 P.M.**

4. Other

- Administrator Hart asked do we want to meet in person to do Budget this year. We have been doing Hybrid with Commissioners meetings but the Budget meetings are too large. Vice Chair Peabody took a poll from the Budget Committee on how they would like to hold the future Budget meetings. All agreed to meet in person.

VII. Adjourn

- *Vice Chair Peabody made a motion to adjourn the meeting. Barry Norris 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 3rd**
@ 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 3, 2022.**