

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – January 10, 2023 – 2:00 P.M.**

The regular meeting of the Knox County Commission was held on Tuesday, January 10, 2023, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Edward B. Glaser, 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 Patrick Polky, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Chief Deputy Curt Andrick and EMA Director Candice Richards.

**Absent:** *Systems Administrator Zach Greene, Prosecutorial Assistant/Investigator Shane Riley. Register of Probate Elaine Hallett, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Communications Director Robert Coombs, and District Attorney Natasha Irving*

## **Regular Meeting – Agenda**

**Tuesday – January 10, 2023 – 2:00 P.M.**

- I. 2:00 Meeting Called to Order**
- II. 2:01 Presentation**
  1. Finance 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. 2:06 Election of Officers**
  1. Elect Chair for 2023.
  2. Elect Vice-Chair for 2023.
  3. Elect Representative for 2023 to:
    - i. CCWI
    - ii. Union Negotiations
    - iii. Airport Public Advisory Committee
    - iv. MCEDD/MCOG
    - e. Strategic Planning Committee
- V. 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 December 1, 2022.
    - iii. Minutes of Regular Commission Meeting of December 13, 2022.
    - iv. Monthly Written Departmental Reports.
    - v. Warrants.
    - vi. Reserve Withdrawals.
- VI. 2:15 Action Items**
  1. Act to Vote to Approve the Transfer of Fund and Approve in Writing the Written Request by the Knox County Regional Airport (KCRA) Airport Manager to Transfer \$167,000 From the “Paving Project” Line of the CARES Act Appropriation in the 2022 Amended Budget to the “Obstruction Removal” Line.
  2. Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff’s Association Lodge 700.
  3. Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the National Correctional Employees Union.
- VII. 2:25 Discussion Items**
  1. Update on the Benner Lane Hangars.
  2. Update on the Owls Head Cemetery.
  3. Update on the Correctional Facility HVAC Project.

4. Other  
VIII. 2:35 Other Business

IX. Adjourn

**I. Meeting Called to Order**

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:02 P.M.

**II. Presentation**

1. Finance Office – Recognition of Retirement.

**III. Public Comment**

Commissioner Pohlman asked if there was any Public comment.  
None.

• **Election of Officers**

1. Elect Chair for 2023

- Commissioner Parent nominated Commissioner Pohlman to serve as Commission Chair for 2023. Commissioner Pohlman declined.
- Commissioner Pohlman nominated Commissioner Glaser to serve as Commission Chair for 2023. Commissioner Parent seconded the nomination. A vote was taken with both in favor. **(Commissioner Glaser took over the meeting as newly elected Chair.)**

2. Elect Vice-Chair for 2023

- Commissioner Parent nominated Commissioner Pohlman to serve as Commission Vice Chair for 2023. Commissioner Glaser seconded the nomination. A vote was taken with both favor.

3. Elect Representative to MCEDD, CCWI, Union Negotiations, and APAC for 2023

- *Commissioner Pohlman nominated Commissioner Parent to serve as Commission Representative to CCWI for 2023. Commissioner Glaser seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Pohlman nominated Commissioner Parent to serve as Commission Representative for Union Negotiations for 2023. Commissioner Glaser seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Parent nominated Commissioner Pohlman to serve as Commission Representative to the Airport Public Advisory Committee (APAC) for 2023. Commissioner Glaser seconded the nomination. A vote was taken with both in favor*
- *Commissioner Pohlman nominated Commissioner Glaser to serve as Commission Representative to the MidCoast Council of Governments (MCOG) for 2023. Commissioner Parent seconded the nomination. A vote was taken with both in favor.*
- *Commissioner Pohlman nominated Commissioner Glaser to serve as Commission Representative to the Strategic Planning sub-Committee. Commissioner Parent seconded the motion. A vote was taken with both in favor*

**The list as it stands for the 2023 year:**

- MCOG - *Commissioner Glaser*
- CCWI - *Commissioner Parent*
- Union Negotiations – *Commissioner Parent*
- APAC – *Commissioner Pohlman*
- Strategic Planning Sub-Committee – *Commissioner Glaser*

**IV. 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 December 1, 2022.
- iii. Minutes of Regular Commission Meeting of December 13, 2022.
- iv. Monthly Written Departmental Reports.

- *A motion was made by Commissioner Parent to approve the consent items 1-4 as presented with the exception of the Warrants and Reserve Withdrawals. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**V. Action Items****1. Act to Vote to Approve the Transfer of Fund and Approve in Writing the Written Request by the Knox County Regional Airport (KCRA), Airport Manager to Transfer \$342,000 From the “Paving Project” Line of the CARES Act Appropriation in the 2022 Amended Budget to the “Obstruction Removal” Line.**

The Budget Committee adopted a final budget that included an appropriation of CARES ACT funds for Airport purposes in the total amount of \$2,201,226. This total amount includes \$250,000 budgeted for “Obstruction Removal.” Federal law and regulation require this obstruction removal at the Knox County Regional Airport for safety reasons. The lowest responsible and responsive bid for that obstruction removal work exceeds the amount of \$250,000 budgeted for that purpose by \$342,000. The 2 lowest bidders’ bids had to be thrown out, as they didn’t meet the bid specifications. There are funds available in the “Paving Project” line under the total CARES Act amount appropriated that would pay for this additional cost. Article V, Section 5 G of the County Charter authorizes the Commission to transfer funds within a department or office as permitted by State law (30-A M.R.S. Section 922). Under Section 922(1):

**§922. Insufficient appropriations**

1. Transfer of funds within department or agency. Whenever any specific appropriation of a department or agency of county government is insufficient to pay the required expenditures for the statutory purposes for which the appropriation was made, the county commissioners may transfer an amount from any other specific line appropriation of the same department or agency to meet the expenditure, upon the written request of the department or agency. This request must bear the written approval of a majority of the county commissioners.

Therefore, the Airport Manager has prepared a memo with a written request to the Commission to transfer \$342,000 from the “Paving Project” line of the CARES Act appropriation in the 2022 Amended Budget to the “Obstruction Removal” line. This will not increase the overall amount of CARES Act funds appropriated in the 2022 Amended Budget.

- *A motion was made by Commissioner Parent to Act to Vote to Approve the Transfer of Fund and Approve in Writing the Written Request by the Knox County Regional Airport (KCRA), Airport Manager to Transfer \$167,000 From the “Paving Project” Line of the CARES Act Appropriation in the 2022 Amended Budget to the “Obstruction Removal” Line. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**2. Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff’s Association Lodge 700.**

The RFP was e-mailed to eight (8) truck vendors on Monday October 24, 2022, with bids due back to the Administrative Offices on Thursday November 3, 2022 at 2:00 PM., at which time, they were publicly opened. Three bids were submitted. The EMA Director will be present for the meeting to answer any questions of the Commission. The bid results sheet is included in your packet.

- *A motion was made by Commissioner Parent to Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff’s Association Lodge 700. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**3. Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the National Correctional Employees Union.**

The Memorandum of Understanding (MOU) covers two changes to the Fraternal Order of Police (FOP) Knox County Deputy Sheriff’s Association Lodge 700 Union Contract.

1. **Initial Compensation:** The MOU document eliminates the \$0.50 below the designated Step. The starting level pay will be determined based on qualifications and closely-related prior experience.
2. **Salary Ranges:** We have a wage re-opener for each year of the FOP Union Contract. The original contract included a 3% increase for 2021, 2022, and 2023. We have reviewed wages each year and have had to make further increases. The MOU document eliminates the 3% shown in the charts and provides for the new 2023 wage plan as shown in your packet will be attached as Appendix B-2.

- *A motion was made by Commissioner Parent to Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the National Correctional Employees Union. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**VI. Discussion Items**

**1. Update on the Benner Lane Hangars:**

**Airport Manger Shaw** – December 8, 2022 we closed on Benner Lane Hangars. There was quite a bit of controversy leading up to that sale. For the first time in a number of years the Airport acquired property outside its original boundaries. It was actually inside the Airport perimeter fence and it was used for Aviation and (inaudible) so it made sense to acquire that property for the County. That property will generate revenue for the County forever. There have been a number of interested parties and we’re trying to finalize this. If we had something in place we could sell all of the Hangars today. Administrator Hart and Peter Marchesi are going to make an RFP, and once this is squared away we will recover \$600,000 for the sale of the Hangers. The commitments he has as of today total \$630,000. He expects that number to

go up as we go through the RFP process. It's happening very fast. There was interest in hangar one and two as of today.

**Administrator Hart** – We had a meeting with myself, Jeremy and Jim Katsiaticas. One of the Hangars is multiple Hangars within one building. Normally if you sell something it's the entire building. He had questions like what if a fire happens, then who's responsible. We are trying to figure some of those things out. We have real-estate division, within Jim's firm, working on correct documents for the sale so the County is covered.

**Commissioner Pohlman** – Are the buyers willing to take “as is”? We're investing zero.....

**Airport Manager Shaw** – Yes

**Commissioner Pohlman** - If you sell all units who's responsible for the roof replacement if needed.

**Airport Manager Shaw** – The buyer is responsible. We (Airport) own the land.

**Commissioner Glaser** – We brought this piece of property with CARES Act money?

**Airport Manager Shaw** – This was by Airport Undesignated Surplus.

**Commissioner Glaser** – What we are selling is the building, not the ground, we're just leasing it, correct. That's where we're making income. This money will go back to Undesignated?

**Airport Manager Shaw** – Yes.

**Commissioner Glaser** – In terms of a building that has four (4) owners, this could be a condominium.

**Administrator Hart** – That was mentioned when we talked to Jim. He said it needs to go through their Real Estate Department to figure things out.

## 2. Update on the Owls Head Cemetery:

**Airport Manager Shaw** – We did receive the appraisal back for the cemetery and it was \$42,000.

**Administrator Hart** – The Town has asked the County a couple of times if we would sell it to them. Currently it's set up that the County owns the cemetery on the Airport property, and lease the plots to individuals. The most recent request was could the Town actually own it. In the past the Town was told the FAA wouldn't allow it. Jeremy and Andy pursued it, met with FAA last year, and found out that as long as they kept the easements and didn't impact anything like if we had to extend a runway that would go into that property. We had a meeting late this year with the Cemetery Committee and Gordon Page, Owls Head Chair of Select board; they were interested and went to the Town meeting to approved up to \$11,000 to help with part of appraisal and any other legal costs. After that happened Jeremy went and got the appraisal. We had a meeting yesterday with FAA to talk about next steps. We are not required to do a review appraisal where it's such a small amount of money. The FAA does not require that. Because we purchased that property with AIP money, once we sell it the FAA will get 90% of the money for the sale. Town of Owls Head will be required to go back to the Town meeting to approval to purchase the property. We are moving forward. We think it's a good faith effort, we don't need the property. It will benefit the Town of Owls Head.

**Commission Parent** – At one time didn't we (inaudible)

**Administrator Hart** – The FAA said we have to get fair market value.

**Commissioner Glaser** – Who does the maintenance on the cemetery?

**Airport Manager Shaw** – The Town.

## 3. Update on the Correctional Facility HVAC Project.

- Currently in Phase 4 of the project. Phase 4 is the final piece. Still have component we have to deal with in 2029 or 2030 which is the underground tank removal. We did get a ten

(10) year extension which has run out. Will have to put in LP gas and upgrade the boilers. So far they have completed mechanical insulation piping, electrical wiring for the refrigeration and refrigeration piping. This week they are doing charging the condensing unit as well as condensation piping. We are about 90% done with project. Withholding the last 10% until everything is complete.

**Sheriff** – There were a few days where the system shut down. With the storm some power fluxes caused the components to fail.

**Administrator Hart** – We filed a claim with the Risk Pool. Our fire alarm system burnt up and we had to replace that.

**Commissioner Glaser** – If we have a failure because of a storm do we have a backup system?

**Administrator Hart** – We have a generator on site but the problem is one leg went out due to a down tree. That led to some other things.

**Sheriff** – The phases didn't all fail together and some phases stayed working. We are working with the Vendor to make sure it does not happen again.

**Commissioner Glaser** – We don't have woodstoves in the jail. I'm sure you have an evacuation plan in place.

**Sheriff** – We have agreements with other facilities to move Inmates in case of this type of emergency. We have a large generator that is at the Airport currently that we can use for an emergency. This was unanticipated but easily fixed.

#### 4. Other

- **Commissioner Parent** – What happened to your new pickup?
- **EMA Director Richards** – We have not heard anything from the Dealership since it got awarded. So are waiting to hear from the dealership.
- **Commissioner Parent** – I also read that you had to do with something with CMP power restoration.
- **EMA Director Richards** – Yes, so the entire bulk of the storm the way it works is we set up the forms in advance. As Dispatch get the calls into the Dispatch center, they are populating this form with information like where the roads are blocked, or flooded, down power lines, or fires so as they are Dispatching to report the issues they are reporting into the spreadsheet that I can see and the CMP liaison can see. They want all Counties to be responsible for setting the priorities since we know the areas. By the time we got to the end of the storm it took several days to get all issues resolved. We've been busy.
- **Commissioner Pohlman** – I am looking at your report and it looks like Knox County had over 10,000 outages and 99 roads had issues due to storm.

#### VII. Other Business

- **Commissioner Glaser** – Having worked for the City we had a defined format for the meetings and this is a little freer. I want to leave it open to the other Commissioners that it's always worth "relooking at things". If there are things you would like to change feel free to have that discussion. I don't anything is sealed. We should be finding ways get all the Towns to be more involved in the discussions we're having. Administrator Hart goes to meet with the other Town Managers and City Managers on a regular basis. Whether it requires that Commissioners to go to Select board meetings at different times to get that kind of input. Or it may require us to have a Special Meeting where we invite Select boards. It would be great to have that level of participation and working more with the Press to get the word out. Anybody has any ideas let's do it.

- **Commissioner Parent** – We have invited different Towns to come in and work on ideas and plans. Some have worked out and some haven't.
- **Commissioner Glaser** - It just seems to me that if something doesn't work then you stop doing it. There has to be a consistent, constant effort. I'll talk to Andy and see what good ideas he has.
- **Commissioner Pohlman** – I think the more opportunities we have to include the Towns and Municipalities is a great idea. I am all for putting out more positive PR about what the County does. For example a lot of people do not know the Emergency Management Agency does and how it functions.
- **Administrator Hart** – Airport Manager Shaw mentioned the solar power project at the Airport and that we need to look for a new Vendor. Revision Energy cannot meet the requirements (buy American) of the FAA. So we are moving forward with a new Vendor, Pine Tree Solar. We were going to have them come to this meeting to do a presentation. We had to put their presentation on hold until next month or schedule a Special Meeting. We had a letter of content with Revision and we had to terminate that. So cannot do anything with Pine Tree until we finalize everything with Revision.
- **Administrator Hart** – The Executive Board (KRCC) for Dispatch had been talking about staffing levels at our Dispatch center. We are supposed to have a staff of fourteen (14). We currently have a Director, two (2) Supervisors out of three (3), three (3) Dispatchers out of ten (10). At this time Waldo County is down six (6). The Executive Board discussed us having a meeting with Waldo County. I have been emailing Commissioner Shorey, and have a meeting scheduled January 25<sup>th</sup> at 10:00 A.M. Director Bob Coombs, Waldo County Director Mike Laravee to have a discussion due to both Counties dealing with the staffing shortage. We just can't wait until something happens we need to start dealing now. We use Spillman and Waldo County does not. Chief Farley, Bob and I had a meeting with the State via Zoom in November to see if there is something we can do.
- **Commissioner Pohlman** – Does it make sense to have a Commissioner there?
- **Administrator Hart** – We could. Waldo County does not have an Administrator so that's why a Commissioner will be present. The Chair from Waldo County will be attending. This meeting is not to make any decisions just to talk.
- **Commissioner Glaser**- I would be willing to go. This will be one of those major issues we will be battling for a while. It may require the State to bend or change some of the rules.

### VIII. 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 3:15 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on February 14, 2023.**