

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 12, 2008 – 9:00 a.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, February 12, 2008, at 9:00 a.m., at the county courthouse, 62 Union Street, Rockland, Maine. Administrative Assistant Candice Richards was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1, A. Mason Johnson, Jr., Commissioner District #2 and Lawrence F. Nash, Commissioner District #3. County staff present included: County Administrator William Post, Candice Richards, EMA Director Ray Sisk, Deputy Treasurer Barbie Sylvester, Jail Administrator Major John Hinkley, Airport Manager Jeff Northgraves, Sheriff Donna Dennison, IT Director Jeff Lake, Chief Deputy Ernie McIntosh, and Communications Director Linwood Lothrop.

Also present were: George Chappell, reporter from the *Bangor Daily News*; Emily Sapienza, reporter from the *Village Soup*; and Erin Rhoda, reporter from the *Courier-Gazette*.

Regular Meeting – Agenda **Tuesday – February 12, 2008 – 9:00 a.m.**

I. 9:00 Meeting Called To Order

II. 9:01 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.

III. 9:16 Consent Items

1. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
2. Approve Minutes of Regular Meeting of January 8, 2008.
3. Approve Minutes of Special Meeting of February 6, 2008.
4. Accept Monthly Written Departmental Reports.
5. Approve Investment Withdrawals.
6. Approve Budget Line Transfers for 2007.

IV. 9:30 Action Items

1. Act on Approval of Revised Job Description for Patrol Administrator position in the Sheriff's Office (W. Post, D. Dennison).
2. Act on Request to Transfer \$8,000 from Dispatch GIS Reserve Fund to Dispatch Computer Reserve Fund (L. Lothrop).
3. Act on Authorization to use Contingency Fund for a Mass Mailing on Heating Assistance Information (Ray Sisk).
4. Act on Approval of Nominating Process for Candidates for the Airport Public Advisory Committee (W. Post, J. Northgraves).
5. Act on Approval of County of Knox Information Technology Policy (W. Post)
6. Act on Approval of Acceptable Use Policy (W. Post).

V. 10:15 Discussion Items

1. Refund from MCCA Risk Pool for 2005 (W. Post).
2. Discuss County-wide General Assistance Energy Contract for 2008-2009 heating season (Ray Sisk).

VI. 10:20 Executive Sessions

1. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).
2. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

VII. 10:35 Adjourn

I. Meeting Called to Order

Commission Chair Mason Johnson called the February 12, 2008 regular meeting of the Knox County Commission to order at 9:00 a.m.

II. Public Comment

Commissioner Mason Johnson asked for public comment. There was none.

III. Consent Items

1. Approve Agenda – Non Agenda Items Only Permitted if Emergency in Nature.

- A motion was made by Commissioner Lawrence Nash to approve the agenda as presented. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
2. Approve Minutes of Regular Meeting of January 8, 2008.
 - A motion was made by Commissioner Lawrence Nash to approve the minutes of the regular commission meeting held on January 8, 2008. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
 3. Approve Minutes of Special Meeting of February 6, 2008.
 - A motion was made by Commissioner Lawrence Nash to approve the minutes of the special commission meeting held on February 6, 2008. The motion was seconded Commissioner Anne Beebe-Center. A vote was taken with all in favor.
 4. Accept Monthly Written Departmental Reports.
 - A motion was made by Commissioner Lawrence Nash to accept the monthly written departmental reports. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
 5. Approve Investment Withdrawals.

Commissioner Mason Johnson asked for a motion to approve the investment withdrawals.

 - A motion was made by Commissioner Anne Beebe-Center to approve the investment withdrawals in the amount of \$52,175.32. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

2007 Year End Investment Withdrawals:

Airport Part 139 #17	46160814630	\$140.84
Airport Parallel Taxiway #18	46160814620	\$34,973.25
Courthouse Computer	20000812660	\$500.00
Forfeiture Money – State	20000812870	\$3,000.00
Legal Expense	20000812650	\$7,258.40
Sheriff Vehicles	20000812770	\$2,635.00
	Total	\$48,507.49

2008 Investment Withdrawals:

Courthouse Computer	20000812660	\$323.18
Jail Professional Services	20000812855	\$1,000.00
Sheriff Vehicles	20000812770	\$2,344.65
	Total	\$3,667.83

Total Amount of Withdrawals approved: \$52,175.32

- A motion was made by Commissioner Lawrence Nash to approve the investment withdrawals for the Adult/Juvenile Program in the amount of \$15,750.00. The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.

Adult/Juvenile Program – Community Corrections Funding 30000810030:

2007 Year End Investment Withdrawals for the Adult/Juvenile Program

Maine Pretrial	December Pretrial Services - Adjustment	\$610.00
Restorative Justice	September – December 2007	\$5,000.00
	Total	\$5,610.00

2008 Investment Withdrawals for the Adult/Juvenile Program

Maine Pretrial	January Pretrial Services	\$10,140.00
	Total	\$10,140.00

Total Amount of Withdrawals approved: \$15,750.00

The investment withdrawal authorization documents and were signed by the Commission.

5. Approve Budget Line Transfers for 2007

Commissioner Mason Johnson asked for a motion to approve the budget line transfers.

- A motion was made by Commissioner Anne Beebe-Center to approve the budget line transfers in the amount of \$22,832.00. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

From:			To:		
Airport Electricity	416004-54555	\$1,869.00	Water	416004-54565	\$112.00
			Gas, Oil, Grease	416004-54650	\$566.00
			Hangar Electricity	416004-54750	\$555.00
			TSA Trailer	416004-54755	\$264.00
			Heating Fuels	416005-55205	\$308.00
			Auto Supplies	416005-55310	\$16.00
			Gas, Oil, Grease	416164-54650	\$48.00
Building Maintenance	006004-54555	\$203.00	Grounds Maintenance	006004-54590	\$67.00
Electrical					
Building Maintenance Health	006003-53910	\$112.00	FICA	006003-53900	\$112.00
			Office Supplies	006005-55335	\$136.00
Communications Overtime	518003-53800	\$1,836.00	Telephone	518004-54315	\$749.00
			Electricity	51800454555	\$328.00
			Water	518004-54565	\$36.00
			Heating Fuel	518005-55205	\$677.00
			Computer Supplies	518005-55385	\$46.00
Deeds Worker's Comp.	009003-53920	\$36.00	Flexible Benefits	009003-53950	\$36.00
DA Books, Subscriptions	003005-55505	\$279.00	Statues & Reference	003005-55510	\$154.00
DA Witness Fees	003004-54540	\$1,951.00	Dues & Registration	003004-54515	\$75.00
DA Metro Line	003004-54325	\$536.00	Computer Consultant	003004-54051	\$155.00
DA Consulting	003004-54052	\$500.00	Mileage	003004-54105	\$109.00
DA Transcripts	003004-54080	\$204.00	Postage	003004-54520	\$75.00
DA Lodging	003004-54115	\$126.00	Office Supplies	003005-55335	\$131.00
DA Document Disp.	003004-54410	\$524.00	Drug Analysis	003004-54051	\$3,957.00
DA Medical Exams	003004-54550	\$200.00			
DA Computer repair	003004-54585	\$111.00			
DA Telephone	003004-54315	\$119.00			
DA Training & Seminar	003004-54545	\$106.00			
DA Prosecutorial Assistant	003003-53031	\$275.00	Flexible Benefits	003003-53950	\$8.00
Victim Svcs Coord.	003003-53032	\$72.00	Computer Consult.	003004-54051	\$1,150.00
Legal Secretary	003003-53033	\$59.00	Drug Analysis	003004-54025	\$1,875.00
Legal Secretary II	003003-53034	\$58.00	Postage	003004-54520	\$20.00
Receptionist	003003-53035	\$205.00			
Health	003003-53910	\$2,081.00			
Worker's Comp.	003003-53920	\$168.00			
Copy Supplies	003005-55345	\$77.00			
Audio Supplies	003005-55350	\$58.00			
DA Grant ICMA	013003-53930	\$8.00	Flexible Benefits	013003-53950	\$8.00
Executive Admin. Dues	004004-54515	\$198.00	Postage	004004-54520	\$19.00
			Mileage	004004-54105	\$179.00
EMA Worker's Comp.	002003-53920	\$24.00	Flexible Benefits	002003-53960	\$24.00
Finance Computer Repair	005004-54585	\$126.00	Flexible Benefits	005003-53950	\$30.00
Finance Office Supplies	005005-55335	\$226.00	ICMA	005003-53950	\$20.00
Finance Copy Supplies	005005-55345	\$63.00	Bookkeeper	005003-53052	\$41.00
Finance Postage	005004-54520	\$98.00	FICA	005003-53900	\$193.00
Finance Meals	005004-54110	\$46.00	Resignation	005003-53940	\$173.00
			Health Insurance	005003-53910	\$102.00
Jail Boarding	008004-54625	\$7,519.00	Rubbish Removal	008004-54620	\$137.00
			Gas, Oil, Grease	008004-54650	\$162.00
			Cleaning Supplies	008004-55315	\$95.00
			Uniforms	008085-55405	\$16.00
			Dues & Registration	008004-54515	\$45.00
			Electricity	008004-54555	\$3,735.00

			Building Repair	008004-54595	\$524.00
			Heating Fuel	008005-55205	\$2,805.00
Probate Transcripts	010004-54080	\$11.00	Printing	010004-54525	\$11.00
Probate Health Insurance	010003-53910	\$224.00	Flexible Benefits	010003-53950	\$28.00
			Equipment Rental	010004-54570	\$196.00
Sheriff Health	011003-53910	\$2,524.00	Auto Supplies	011005-55310	\$1,192.00
			Auto Repair	011004-54655	\$181.00
			Uniforms	011005-55405	\$230.00
			Office Supplies	011005-55335	\$62.00
			Unemployment	011003-53930	\$85.00
			Tolls	011004-54120	\$102.00
			Postage	011004-54520	\$18.00
			Unemployment	011003-53930	\$85.00
			Heating Fuels	011005-55205	\$569.00
Total:			Total:		
\$22,832.00			\$22,832.00		

The budget line transfers were signed by the Commission.

IV. Action Items

1. Act on Approval of Revised Job Description for Patrol Administrator position in the Sheriff’s Office (W. Post, D. Dennison).

County Administrator William Post explained that when a job opens up, the job description is often revised before being advertised to fill the position. After the Patrol Administrator position opened up, Sheriff Dennison made some changes to the job description. The changes are reflected with specific marks. Deleted items are crossed out, while new items are highlighted and underlined.

Sheriff Donna Dennison stated that she made requirements for the Patrol Administrator position a little higher than it had been before. She stated that the changed job description was modeled after Lincoln County’s job description for the same position.

- A motion was made by Commissioner Anne Beebe-Center to revised job description for Patrol Administrator position in the Sheriff’s Office. The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.

2. Act on Request to Transfer \$8,000.00 from Dispatch GIS Reserve Fund to Dispatch Computer Reserve Fund (L. Lothrop).

Communications Director Linwood Lothrop stated that he had requested the transfer of the \$8,000.00 to build up the Dispatch computer reserve fund (which currently only has \$900.00 in it) and to request up to \$5,000.00 of that fund to pay for laptop computers for two supervisors and himself. The laptops would give them access to their records, and the dispatch network, wherever they are in the county. Mr. Lothrop stated that the technology utilized on the laptops adds mobility to his department and makes it easier to respond to the EOC or field command units and have full access to county records.

Commissioner Mason Johnson asked if this money transfer had been in Mr. Lothrop’s mind when the county was going through the budget process. Mr. Lothrop stated that at the time the technology was questionable and he did not think he needed to budget for more funds as part of the budget when he knew he already had reserve funds. The GIS funds are no longer needed and could be used for something else.

- A motion was made by Commissioner Anne Beebe-Center to approve the request to transfer \$8,000.00 from the Dispatch GIS Reserve Fund to the Dispatch Computer Reserve Fund. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

3. Act on Authorization to use Contingency Fund for a Mass Mailing on Heating Assistance Information. (R. Sisk).

EMA Director Ray Sisk explained that a private organization has offered to pay for 50% of the cost of the mass mailing, which would give heating assistance information and contact numbers to every mailbox in Knox County. That leaves \$763.00 to raise to get this mailing out to the towns. Mr. Sisk stated that he had calculated how much each town’s share of the cost would be, ranging from a low of \$0.76 for Isle Au Haut to the high of \$146.49 for Rockland because it has the largest population in the county. Mr. Sisk stated that he was asking the Commission to consider using contingency funds to pay the \$763.00 so that the individual town general

assistance funds can be exclusively used for providing emergency assistance to the residents of Knox County.

- A motion was made by Commissioner Anne Beebe-Center to approve authorization to use contingency funds for a mass mailing on heating assistance information. The motion was seconded by Commissioner Mason Johnson. Nash asked to amend the motion not to exceed \$775.00 A vote was taken with all in favor.

4. Act on Approval of Nominating Process for Candidates for the Airport Public Advisory Committee (W. Post, J. Northgraves).

Airport Manager Jeff Northgraves explained that this is the second time the county has gone through this process. The nominating process was created in 2006 and was used 2007. Each year, three committee seats expire. This year, three seats expire, but in addition to that one person on the committee has asked to be replaced, so there will be a total of four seats to fill. District #2, John Curtis, is willing to serve again. The nearby citizen seat is currently held by Charlie Siletti,. He also is willing to serve again. John Nucomb is willing to serve a second term. The fourth seat is District #3, belongs to Matt McConnel. His term would normally expire in 2009. His leaving requires the Commission to appoint someone to his seat until the official expiration date of the seat, as soon as possible. Mr. Northgraves stated that he was asking the Commission to approve the nominating process as well as a press release to get information out to general public and individual town.

- A motion was made by Commissioner Anne Beebe-Center to table approving the nomination process, but not the release of the press release, until the next meeting because a discussion is needed regarding the make-up of the committees. The motion was seconded by Commissioner Lawrence Nash.

Commissioner Anne Beebe-Center stated that the APAC Committee currently has both extremes and to look at the possibility of bringing other people into the committee.

Airport Manager Jeff Northgraves stated that if the Commission tabled the press release, which asks the towns for nominations, the county would not be able to get nominations in time for the April Commission meeting.

Commissioner Anne Beebe-Center stated that she did not want to table the press release, just the process for nominating people to the committee seats.

Commissioner Mason Johnson asked County Administrator William Post if he had any comments.

County Administrator William Post suggested that the county still use the press release to find names, but also come up with another method for coming up with names besides a press release. If the county can get a wider variety of parties on the APAC, the committee would become well-rounded.

Airport Manager Jeff Northgraves stated that he agreed and stated that the current process already does that. The commission does not have to appoint anybody until the April meeting. Things can be changed in the meantime. The APAC Committee has their own method for soliciting names.

Commissioner Anne Beebe-Center stated that her concern was that many of the individuals currently on the committee, as well as those whose terms expire this year, have already served for many years and may be approved to the committee again. This may not be the best thing for the process. Now is a good time to have an influence on the makeup of the committee.

County Administrator William Post stated that as long as the Commission approves the press release, the county can begin getting nominations.

- A vote was taken with all in favor.

5. Act on Approval of County of Knox Information Technology Policy (W. Post).

County Administrator William Post explained that the Information Technology Policy is part of the evolution of the administrative offices of the county and the shift of the information technology director to the administration office. Mr. Post stated that he was trying to get policies in place and have people in place to manage the technology. The policy's purpose "is to communicate the authority of the administrative office to establish rules, policies, standards, and procedures as they relate of the County's acquisition and use of information technology, including, but not limited to, hardware, software, technology services and security, with which

County departments and offices comply.” This is the first step in creating many more policies that help protect the information and technology that the County has, from outside threats.

- A motion was made by Commissioner Anne Beebe-Center to approve the County of Knox Information Technology Policy. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

6. Act on Approval of Acceptable Use Policy (W. Post).

County Administrator William Post explained that the Acceptable Use Policy is another policy relating to information technology. It “promotes the confidentiality, integrity, and availability of the electronic information on which the County relies to conduct business.”

- A motion was made by Commissioner Anne Beebe-Center to approve Acceptable Use Policy. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

V. Discussion Items

1. Refund from MCCA Risk Pool for 2005 (W. Post)

County Administrator William Post explained that he wanted the Commission to know that the county received a \$3,185.27 refund check as part of our contribution to the Risk Pool for 2005. It was discussed and voted on by the MCCA Risk Pool to issue refunds because 2005 was a better year than expected in terms of the number of claims. This is a very rare occurrence, but certainly welcome.

2. Discuss County-wide General Assistance Energy Contract for 2008 – 2009 heating season (R. Sisk).

EMA Director Ray Sisk explained that one of the goals that the heating group has come up with is to establish a county-wide heating oil contract that general assistance programs through municipalities, non-profit groups, and other private sector entities can use for emergency heating oil assistance. Currently, through the Midcoast School of Technology, there are seven towns and all educational facilities in the county, which have a contract to buy oil for about \$2.12 per gallon. Of those participating communities, Camden, Thomaston, and Rockland have built their general assistance heating costs into their budgets. The county as a whole uses around 860,000 gallons a year.

Mr. Sisk stated that he had asked Jennifer Frost at Midcoast School of Technology if it would be possible to open that contract to municipalities to add in a general assistance heating oil program to their town contracts. The Midcoast School of Technology felt that because of the typically small quantities of oil delivered under general assistance that it could run the price of the county-wide price up a few cents, which could have a significant impact when spread out over 860,000 gallons. Mr. Sisk stated that he was asking the Commission to allow county personnel to develop and administer a contract that could be used specifically for heating oil for the general assistance office for each municipality and other non-governmental entities like the Salvation Army.

Commissioner Anne Beebe-Center asked if non-governmental entities can be included in the contract.

Mr. Sisk stated that he had not heard if they could or could not. The purpose of this contract would be to specifically to allow heating assistance programs that join this collaborative group to make calls against the contract at a predetermined price instead of at the market price.

Commissioner Anne Beebe-Center asked if Penquis would be a part of it.

Mr. Sisk responded that Penquis pays a lot more than the county does. He felt this may be the case because Penquis negotiated late. There are some risks to doing this. Communities may opt not to do this because the contract delivery price may be higher than the county price of this year. If the market price is lower, it is a risk that the county may end up paying more than the market price.

County Administrator William Post stated that he commends EMA Director Ray Sisk for bringing this idea forward and working with the heating assistance groups. This contract would potentially lower heating fuel costs for general assistance amounts. This will hopefully eliminate charges for fuel deliveries by having the costs separate. If every town and some private agencies and non-profit entities are involved, they will all save.

- A motion was made by Commissioner Anne Beebe-Center to approve discussing a county-wide general assistance energy contract for 2008. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

Commissioner Lawrence Nash asked if this contract would only include heating oil.

EMA Director Ray Sisk responded that general assistance programs are authorized to provide heat from oil, gas, electricity, and wood, but most people with unmet needs are heating with oil or possibly propane. It can be difficult to negotiate wood or coal prices.

3. Commissioner Mason Johnson stated that he needed to ask a question about the Finance monthly report. He stated that he noticed on the report that Colgon Air still owed rent from May. He wanted to know why this had not been resolved yet.

Airport Manager Jeff Northgraves responded that the rent is from when Colgon Air was still Downeast Air and they are no longer at the airport. They still owed one month's rent when they left. Mr. Northgraves stated that he is still trying to track the money down. Downeast Air's accounts receivable has traditionally paid whenever they wanted to. Sometimes they were caught up, and sometimes they were far behind.

VI. Executive Sessions

1. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).
 - A motion was made by Commissioner Lawrence Nash to go into executive session pursuant to 1 M.R.S.A. §405(6)(C) to discuss the acquisition of property and go into executive session to discuss a personnel matter pursuant to 1 M.R.S.A. §405(6)(C). The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.
2. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

The executive session convened at 9:36 a.m.

The executive session concluded at 9:55 a.m.

- A motion was made by Commissioner Lawrence Nash pay the County Interim Manager \$400.00 per week. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

VII. Adjourn

- A motion was made by Commissioner Anne Beebe-Center to adjourn the meeting. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

The meeting adjourned at 9:57 a.m.

Respectfully submitted,

Candice Richards

The Knox County Commission approved these minutes at their regular meeting held on March 11, 2008.

Anne H. Beebe-Center – Commissioner District #1

A. Mason Johnson, Jr., Chair – Commissioner District #2

Lawrence F. Nash – Commissioner District #3