

The County of Cumberland is committed to providing quality services to all citizens equitably, in a responsive and caring manner.

COMMISSIONERS' MEETING

MINUTES

May 12, 2008

The Board of Cumberland County Commissioners, Esther B. Clenott, Richard J. Feeney, and Malory Shaughnessy convened a meeting at the Cumberland County Courthouse in the Peter J. Feeney conference room.

Chairperson Clenott called the meeting to order at 5:30 PM and the following business was conducted.

Minutes of the Cumberland County Commissioners Regular Meeting for April 28, 2008, and the May 5, 2008 Special Meeting Minutes were read and were approved unanimously.

Comments from the County Manager:

Peter Crichton, County Manager, reported on 2 topics. 1) Bill Whitten, Elizabeth Trice and he attended a Growth Smart meeting last week. The GrowSmart Maine group is looking at doing an in depth examination on how government services are provided. They will hold meetings throughout the State to gauge the interest from the business community, citizens and community leaders to see if there is sufficient interest in participating in an examination on how services can be delivered less expensively. 2) The Finance Director Vic Labrecque and Peter attended a meeting with county administrators and finance directors to review more closely the jail legislation that has been passed.

He asked Assistant County Manager Bill Whitten for an update on the recycle program. Assistant Manager Whitten reported on 3 topics: 1) The Customer Service Committee has a couple of projects. One of the projects being discussed is an online "swap and shop" for county government employees utilizing the Intranet. This website is being constructed by IT Specialist Angela Berube-Gray. 2) On June 1st, an updated recycling project will start at the Courthouse which will save us a substantial amount of money. We presently recycle, but we will be doing business with a new company. If we have enough paper products we will get paid for delivering the paper to them. It will expand to the bunker in Windham and the jail later this summer. 3) Grants/Special Projects Coordinator Elizabeth Trice is working on a "Go Maine.Org" project where employees can find an alternative way to commute to work to save money on travel expenses. "Go Maine. Org" will assist you six times a year if you need to get home and are unable to find a ride. A discussion followed.

Comments from the Commissioners:

Commissioner Feeney:

Commissioner Feeney reported that the Civic Center had sold out concerts in April. The Jonas Brothers' concert was the highlight of the past thirty days. Over 6,000 screaming teenagers attended this event. The Harlem Globetrotters was a big success. The Civic Center hosted the Eliot/South Berwick Youth Wrestling Tournament where were some 900 participants from New England attended. The Manor Inn in South Portland alone booked 50 rooms on Friday night and 100 rooms on Saturday night from this event. Other hotels and local restaurants benefited from the events held at the Civic Center. Future events are the three-day appearance of the Shrine Circus in April, the USA v. Sweden hockey game, the sold out performance by "Larry The Cable Guy", three college graduations in May, the Jehovah Witnesses Conventions and the Daniel O'Donnell concert. The focus shifts to community based events in the upcoming months.

Commissioner Shaughnessy:

Commissioner Shaughnessy reported on 2 topics: 1) She is on the Board for the Cumberland County Cooperative Extension which is an integral part of our county government. They have programs throughout the County that municipalities have access to such as 4-H, family development, food nutrition, home gardening, and agricultural to mention a few. These programs are provided by grants and the County funds their rent, salaries and supplies. There are two fund raising events that are coming up in May and June. On May 17th the Cumberland County Master Gardeners Annual Plant sale will take place at the Barron Center with proceeds to benefit the Master Gardeners Scholarship program. On June 21st, there will be a "Welcome Summer" tour of ten local gardens and a complimentary tea from 1 to 4 served by hostess Georgiana Chase. You can access their website for more information: www.extension.umaine.edu. 2) The Governor declared the month of April, "Alcohol Awareness Month". She recently participated in a couple of town hall events where underage children sent in ideas of things to do instead of drinking. The Cumberland County Underage Drinking Task Force has been checking retail establishments to make sure underage children are not purchasing alcohol. It is great to have this checking system now established across the county especially when the graduation and prom parties are happening.

Chairperson Clenott:

Chairperson Clenott commented on 3 topics: 1) In regard to the underage drinking, she feels some children tell their parents not to preach to them. The balance the parents need to achieve is not to preach but to be a role model. 2) On Saturday, she attended a town meeting on Long Island. The town discussed 66 issues and it was a pleasure to be with a group of people who are so dedicated to their town. 3) She also mentioned she was honored for all the work she has done on the Six County Coastal Region for the Workforce Investment committee at their recent meeting.

Informational Item

Chairperson Clenott asked if there were any comments from the public. Hearing none, she proceeded to the Action Items.

Chairperson Clenott asked that the Action Items to be presented.

Action Items:

08 – 066 Approval, Cumberland County Patrol Deputy Computer Upgrade

Chairperson Clenott asked for the County Manager for comments.

The County Manager reported there was a workshop with the IT Director John Joy who has done an incredible amount of work along with his staff on this project. They have been working with the Cumberland County Sheriff's Office to improve and enhance the data communications and criminal records reporting system capability of the patrol deputies. The County Manager concurs with this recommendation.

Director Joy indicated the personal computers in the patrol vehicles are seven years old, no longer under warranty and are expensive and difficult to repair when they fail. They also have very limited functionality and communications capability which requires our deputies to visit a sub-station to file and transmit reports to our central criminal records system. The purpose of this project is to acquire new, up to date computer equipment, significantly improving data communications, enhance functionality and reduce or eliminate the need to visit a sub-station to file and transmit reports from the field. Over the years, our criminal records management systems, our reporting requirements, our 911 dispatch systems and other law enforcement systems have evolved and expanded. This recommendation will bring our hardware and software up to date and help us meet our criminal records reporting requirements. Funding for the upgrade will be a combination of CIP funds appropriated specifically for this purpose in the FY07 and FY08 budgets and a JAG grant received by the Sheriff's Office. The account numbers and amounts are: CIP Account 71-706-7646 \$4,800; CIP Account 71-703-7327 \$100,000 and the JAG Grant Reimbursement \$17,882. Director Joy expressed gratitude for Sgt. Paul Thorpe of the Sheriff's Office, who did a great deal of the evaluation on the project and a special thanks to Aaron Gilpatric, Network Administrator, for setting up the technology for this project. A discussion followed.

Commissioner Shaughnessy made a Motion that the Commissioners approve this expenditure to improve and enhance the data communications and criminal records reporting system capability of the patrol deputies from the CIP Account 71-706-7646 in the amount of \$4,800; CIP Account 71-703-7327 in the amount of \$100,000 and the JAG Grant Reimbursement for \$17,882 making a total of \$122,682. Commissioner Feeney seconded the Motion. All voted unanimously.

08 – 067 Approval, Cumberland County, U.S. Dept of Housing & Urban Development (HUD) 2008 Housing and Community Development Annual Action Plan – Program Year #2

Chairperson Clenott asked Aaron Shapiro, Community Development Director, to present the item. The County Manager concurs with the recommendation.

Director Shapiro reported this year's Community Development program Annual Action Plan allocates funds for projects and activities during the County's second CDBG program year. The Community Development Program's Municipal Oversight Committee has been fully engaged in the development of the Annual Action Plan and endorses its approval and adoption.

The Annual Action Plan must be approved and adopted by the County Commissioners prior to submission to HUD. Once approved by HUD, \$1,458,650 in Federal Fiscal Year 2008 CDBG program funds will be available beginning July 1, 2008. The second year CDBG allocation will be \$1,458,650 in new resources to the County. No matching funds are required. The program is entirely self-funded with no funds derived from County revenue. The Community Development Director and the Municipal Oversight Committee of the Community Development Program recommend approval and adoption of the 2008 Annual Action Plan. It is further recommended that the County Commissioners authorize Peter Crichton, County Manager to execute all required Certifications, Applications and Documents in conjunction with the submittal of the 5-Year and Annual Action Plans to HUD. The Commissioners expressed gratitude for all the dedicated work he has put into this program. A discussion followed.

Commissioner Feeney made a Motion to adopt the 2008 Annual Action Plan – Community Development Block Grant (CDBG) program; First Public Hearing held on April 16, 2007; Second Public Hearing held on April 28, 2008. Commissioner Shaughnessy seconded the Motion. All voted unanimously.

Commissioner Shaughnessy made a Motion to authorize Peter Crichton, County Manager to execute all required Certifications, Applications and Documents in conjunction with the submittal of the 2008 Annual Action Plan. Commissioner Feeney seconded the Motion. All voted unanimously.

08 – 068 Approval, Cumberland County Regional Communications Center – Wireless Communications Headsets

Chairperson Clenott asked Assistant Manager Bill Whitten to present the item because Director Bill Holmes was at the CCRCC Board of Directors meeting. The County Manager concurs with the recommendation.

Assistant Manager Whitten reported the Cumberland County Regional Communications Center is in the process of building out the center telephone system. As we build the system out, the staff members of the center have tested Wireless Headsets for use within the center. Subsequently, the staff members have reported that they appreciate the capabilities of the wireless headsets and have requested that we purchase them for use in the center. Staff members see the use of the wireless headsets as a tremendous advantage to their current operation. Wireless headsets have been requested by the staff for both ergonomic advantages and for the operations of the department. Staff members are able to move about the center freely to check on warrant confirmations and remain on the telephone with the caller. Use of the headsets also

allows the supervisor(s) to travel the room freely, working with other staff members while remaining capable of answering and talking on the telephone.

During the course of the build out of the CCRCC we have replaced the Zetron Radio Console system from 2 redundant systems into one. This build out has provided 10 dispatch cards that are no longer in use. These radio cards are now considered Surplus Property. According to Facilities Director Bruce Tarbox, the cards can / should be sold by the County for \$2000.00 each. These funds must then be transferred into the County General Fund.

The Town of Cumberland has committed to purchasing 3 dispatch cards at a total of \$6000.00. It is probable that other communities will also purchase the cards as they partner with the County for communications service as well. Subsequently, this staff report is a request for the Commissioners approval to utilize \$2,327. 00 of the \$6000.00 described above in the general revenue budget for the purchase of 10 Wireless Communications Headsets. Assistant Manager Whitten also mentioned that Donnie Durrah was named Employee of the Quarter specifically for his efforts in reducing response time for services provided. A discussion followed.

Commissioner Shaughnessy made a Motion that the Commissioners approve the purchase of 10 Wireless Communications headsets in the amount of \$2,327.00 from funds realized from the sale of the Zetron radio cards. Commissioner Feeny seconded the Motion. All voted unanimously.

08 – 069 Approval, Cumberland County Sheriff’s Office Project Connect Grant: Justice and Mental Health Collaboration, US Department of Justice, Bureau of Justice Assistance Length: 12 months

Chairperson Clenott asked Paul Coleman, Community Release Planner, to present the item. The County Manager indicated given the deadline of May 6th for submission of the grant proposal, he had given approval to move ahead. If the Board of Commissioners do not approve, it is entirely appropriate to direct him to withdraw the proposal.

Mr. Coleman reported the Cumberland County Sheriff’s Department has been working with Kate Chichester of the Co-Occurring Collaborative Serving Maine, Collaborative Serving Maine (CCSME). They propose to submit a proposal for the Justice and Mental Health Collaboration Program under the US Department of Justice, Bureau of Justice Assistance. The proposal addresses the needs of the increasing number of individuals with mental health and co-occurring disorders who become involved in the correctional systems in Cumberland County. These individuals will benefit from targeted evidence based practices (EBPs) designed to address behavioral health needs and criminogenic risk factor in order to support diversion and reduce recidivism. Enhanced screening and programming for criminogenic need and risk will be provided for offenders involved in each phase of the criminal justice continuum; from post arrest and the pretrial period through sentencing and probation. Early identification, through enhanced screening, will yield more appropriate assessments and linkages to effective criminal justice behavioral health programming. These enhancements and training efforts will promote boundary spanning across behavioral health and criminal justice systems and help to create a more coordinated, integrated system response that targets the needs of the offender while supporting public safety goals.

We will be asking for a planning grant which will last for one year. This will be a collaboration between community mental health agencies and criminal justice agencies in Cumberland County. The results will be better understanding between these two systems and better use of scarce resources for the treatment of co-occurring and/or criminal offenders in Cumberland County. The key components of Project Connect would be a standardized set of tools that could be used and understood by all agencies to direct evidence based treatment options that would benefit the same individuals in both systems. This would allow scarce treatment resources to be better directed to those individuals who would benefit the most.

The deadline for submission of the grant was 6 May 2008. If the grant is awarded, the only impact on Cumberland County will be meeting space and hourly time from some staff. There may be some money available to help offset any administrative cost. A discussion followed.

Commissioner Feeney made Motion that the Commissioners approve that the Cumberland County Sheriff's Office in collaboration with the Co-Occurring Collaborative Serving Maine submit the grant for \$50,000. This is a justice and mental health collaboration with the U.S. Department of Justice, Bureau of Justice Assistance for 12 months. Commissioner Shaughnessy seconded the Motion. All voted unanimously.

08 – 070 Approval, Cumberland County Sheriff's Office – Amended Harrison Law Enforcement Service Contract

Chairperson Clenott asked Genie Beaulieu, Cumberland County Sheriff's Office Fiscal Officer, to present the item.

Ms. Beaulieu reported this contract was approved in March. Then the contract went back again to the Harrison Budget Advisory Committee who decided due to the economic pinch they needed to cut back on 3 items in the original contract, which they asked be withdrawn from the original contract. The items were: 1) The monthly fee for the air card for \$720. 2) The replacement mobile radio and 3) The video camera, which combined represents \$5,060. The amended contract reflects the changes. This contract could still be rejected (in part or in whole) at Harrison's town meeting in June, and if so, the contract will come back to the Commissioners for further consideration. The total contract payable to Cumberland County is \$83,520.24. A discussion followed.

Commissioner Shaughnessy made a Motion that the Commissioners approve the 2008 – 2009 Harrison Patrol contract in the amount of \$83,520.24 and that the Chairperson sign the contract. Commissioner Feeney seconded the Motion. All voted unanimously.

08 – 071 Approval, Cumberland County Sheriff's Office – Amended Harrison Summer Contract

Chairperson Clenott asked Genie Beaulieu to present the item. The County Manager concurs that this contract as amended be approved by the Commissioners.

Ms. Beaulieu reported that after the contract was approved in March it went back to the Harrison Budget Advisory Committee and they decided to cut back on the air cards for \$720 and the replacement mobile radio or video camera, which represents \$5,060. The Sheriff's Office felt that

on Wednesday and Thursday they should have two deputies and on Friday and Saturday, they should have three. The Town of Harrison felt they did not need that many deputies. They wanted one deputy on Wednesday and Thursday, and two deputies on Friday and Saturday. It was agreed that would be fine.

Commissioner Feeney made a Motion that the Commissioners approve the 2008 – 2009 Summer Contract in the amount of \$17,465.39 and the Chairperson sign the contract. Commissioner Shaughnessy seconded the Motion. All voted unanimously.

08 – 072 Approval, Cumberland County Jail – Sallyport Doors Replacement

Chairperson Clenott asked Bruce Tarbox, Facilities Manager, to present the item. The County Manager concurs with the recommendation.

Mr. Tarbox reported there are two 14' by 12'2" large overhead doors used for sallyport security at the jail. Eventually, items such as these, because of the frequency of use, become too costly to repair compared to new replacements. We have been at this point for awhile. With an average of \$4,400 per year in repairs, it is time to replace these units.

To provide reliable cost effective security doors at the jail. We will reuse all framing and the existing structure. New items will be replaced as described in the cost proposal. All electrical work associated with the door replacements will be completed in-house. A full replacement of the overhead doors to a rollup design was originally looked at. The cost was considerable higher to do the reconstruction of an entrance to each door. The cost was \$25,000 and the reliability was not increased significantly. For this reason, we are reusing as much of the existing framing as possible.

The cost from Door Services, Inc. is \$7,644. Although the electrical work is being done in-house, \$3,750 needs to be set aside for material required for the installation. The doors will have to be painted green because they are only available in white. The cost from Logan Paint to paint them is \$1,190.20. This includes painting of the spare panel. He also is requesting spare parts for the doors such as spare springs, panels, rollers, etc for a cost of \$1,200. The total cost for this project will \$13,784.20. He has set aside \$30,000 in CIP account number 71-705-7558. There were two bidders: Door Services, Inc. for \$7,644.00 and Overhead Door Company for \$9,440.00. A discussion followed.

Commissioner Shaughnessy made a Motion that the Commissioners approve moving forward in the amount of \$13,784.20 for CIP account number 71-705-7558, which includes the electrical work for \$3,750; spare parts for \$1,200; the paint cost of \$1,190.20 and the \$7,644 for Door Services, Inc. construction work. Commissioner Feeney seconded the Motion. All voted unanimously.

08 – 073 Approval, Cumberland County Regional Communications Center – Upgrade of Existing Phone System

Chairperson Clenott asked Bruce Tarbox, Facilities Manager, to present the item. The County Manager concurs with the recommendation.

Mr. Tarbox reported the existing system requires an upgrade in order to support additional demands. These demands have developed due to agreements with other municipalities joining our dispatch. To provide for future growth, not only for this immediate need, but in anticipation of continued growth in this area. There were three bidders:

- AABLE TELCOM – York Telephones \$17,787.00 plus estimated labor at 20-30 hours @ \$105.00 per hour
- CMC Technology Group \$9,865.00 plus estimated labor at 10-16 hours @ \$88.50 per hour
- Maine Resource Telecom \$6,565.00 plus 8-16 hours at \$75.00 per hour

Although there were three bids, Mr. Tarbox has excluded the low bidder as the installer is no longer working for a qualified Inter-Tel installer. For this reason, I recommend CMC Technology Group, Inc. in the amount of \$9,865 with an hourly rate of \$88.50 per hour. Thirty thousand dollars (\$30,000) was set aside for this project. I recommend \$14,720 be awarded from this \$30,000 to include the bid of \$9,865 with the remaining \$3,855 for estimated installation cost and spare cards. A discussion followed.

Commissioner Shaughnessy made a Motion that the Commissioners upgrade the existing phone system for the Cumberland County Regional Communications Center with the CMC Technology Group for the amount of \$9,865 with a set aside up to \$3,855 for the estimated installation cost and spare cards to come out of the set aside \$30,000 for this project for a total of \$14,720. Chairperson Clenott seconded the Motion. All voted unanimously.

There being no further business Commissioner Shaughnessy made a MOTION to adjourn the meeting at 6:45 PM. Chairperson Clenott seconded the MOTION. All voted unanimously.

ATTEST:

Barbara M. Buckley
Deputy Clerk

The next regular Commissioners meeting will be held at 5:30 PM on Tuesday, May 27, 2008 at the Cumberland County Courthouse in the Peter J. Feeny Conference Room.