

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

COMMISSIONERS' MEETING

MINUTES

November 10, 2014

PLEDGE OF ALLEGIANCE

The Board of Cumberland County Commissioners, Chair James F. Cloutier, Thomas S. Coward, Mark D. Grover, Susan E. Witonis and Neil D. Jamieson, Jr. convened this meeting in the Peter J. Feeney Conference Room at the Cumberland County Courthouse. Also in attendance were: Peter Crichton, County Manager, Bill Whitten, Assistant County Manager, Alex Kimball, Finance Director, Wanda Pettersen, Human Resources Director, Brian Dudley, Cross Insurance Arena Liaison and Barbara Buckley, Executive Assistant/ Deputy Clerk.

APPROVAL OF THE MINUTES

Chair Cloutier asked for a Motion to approve the Regular Minutes of the October 20, 2014 and the Special meeting on October 20, 2014. It was moved and seconded by Commissioner Jamieson. The Commissioners voted unanimously in favor, 4-0. Commissioner Witonis was not at the October 20, 2014 meeting so therefore she did not vote.

COMMENTS FROM THE PUBLIC

Hearing none, we moved on.

INFORMATIONAL REPORTS

The Chair asked Robert Konczal to approach the podium. The Chair presented a plaque to Mr. Konczal, who chaired the Board of Assessment Review (BAR) committee and thanked him for his four years of service to the citizens of Cumberland County. His guidance as the Chair in setting up the Board of Assessment Review committee is very much appreciated. Mr. Konczal indicated it has been his honor to serve on the BAR and help develop this board. He was sorry that Jim Mason, the retiring attorney on the board, was unable to attend the acknowledgement presentation. The board worked well together and Mr. Mason's legal knowledge was very helpful. Mr. Mason's will also receive a plaque for his dedicated service.

The Chair welcomed and introduced Sarah McDaniel, attorney and Maine Certified Assessor Rob Sutherland to the BAR committee. They have replaced the two retiring BAR members and they look forward to the challenges.

CONSENT AGENDA APPROVALS

Chair Cloutier asked for approval of the following Consent Agenda Items. The County Manager concurs with the recommendations for the Consent Agenda Items.

14 – 076 Approval, CCSO Bureau of Justice Assistance (BJA) Second Chance Act Prisoner Re-entry Initiative Grant

Sheriff Kevin Joyce submitted a staff report stating in March 2014, the Cumberland County Sheriff's Office submitted a BJA grant to the Department of Justice for a Prisoner Re-entry Initiative. The intent of this initiative is to implement screening protocols; create linkages between community organizations and the correctional system through the use of forensic case managers; and initiate peer-to-peer, mentoring and criminogenic programming in the jail and community. Project re-entry aims to establish a continuum of care through forensic case management and beginning community programming in the jail, to create structure in transitions as offenders reenter the community. The intent of the grant, which totals \$572,524, is to screen those individuals having some sort of mental illness, who have between 60 days and a 9 month sentence that meets certain criteria. Although the target audience is women inmates, they are not limited to women. The grant will allow Maine Pre-Trial to hire 1.5 FTE's, Goodwill of Maine to hire a .5 FTE and Catholic Charities to hire 1 FTE during this 2 year grant to provide services and counseling to the chosen inmates while incarcerated. These individuals will also prepare the inmates for release, otherwise known as release planning and then follow the inmate's progression as they re-enter the community.

There is no financial impact for the county, other than the in-kind efforts of Alex Kimball, Finance Director, to administer the financial part of the grant and the Sheriff's in-kind time to administer the operational part of the grant.

14 – 077 Approval, CCRCC Town of Cumberland Communication Services

William Holmes, Director of CCRCC, submitted the Town of Cumberland's Emergency Communications Service Contract for the period of July 1, 2014 through June 30, 2017. The Town of Cumberland will pay Cumberland County as follows for the annual emergency communications fee. The fee has a build in annual 3% increase.

July 2014 – June 2015 = \$135,567

July 2015 – June 2016 = \$139,605

July 2016 – June 2017 = \$143,787

Director Holmes is recommending the Commissioner's approval of the emergency communications service with the Town of Cumberland for the period of July 1, 2014 – June 30, 2017.

14 – 078 Approval, CCRCC – Recording System

William Holmes, Director of CCRCC, submitted a staff report for the CCRCC’s current recording system (9-1-1 lines/business lines and radio transmissions) since it is beyond its life expectancy and also needs to be upgraded to Windows 7. The CCRCC received grant funding in the amount of \$22,410 towards the purchase of the new recording system. The total cost of a new recording system is \$30,000. The remaining \$7,590 is available in the CCRCC 2015 CIP account. Director Holmes is recommending the Commissioners’ approval to accept the Homeland Security Grant award in the amount of \$22,410 for the purchase of a CCRCC recording System.

14 – 079 Approval, Cumberland County Jail – Exterior Repointing

Bruce Tarbox, Facilities Manager, submitted a staff report stating the Cumberland County Jail was originally constructed in 1994. Because of the nature of the facility, all construction materials and products were selected based upon the level of security they could provide. After almost 20 years of use, the building is beginning to suffer the effects of the harsh Maine seasons. Several sections of the perimeter wall and windows are showing evidence of water infiltration and cracking, spalling, brick deterioration, and mortar failures are now present. Initial estimates to repair failed joints and bricks and repoint the building are expected to cost in excess of the \$250,000 encumbered for this project for the entire facility. We will be utilizing a phased approach beginning with the most significantly deteriorated sections.

There were five qualified vendors that submitted proposals to begin this restoration work. The attached spreadsheet shows the base bid, unit pricing and alternate costs for phase 1 totaling:

Hascall & Hall	\$52,561.33
Struck Masonry	\$82,016.00
Standard Waterproofing	\$81,180.50
Knowles Industrial	\$133,250.50
Tito Masonry	\$79,650.00

Based upon the funding available, the Facilities Manager recommends that this be immediately awarded to Hascall & Hall for up to \$20,000 using a portion of the funds encumbered in account 72-706-7652. Any additional work to be done at a later date will be done utilizing the unit prices obtained through this competitive bid process.

14 – 080 Approval, Cumberland County Jail – Steam Kettle Replacement

Bruce Tarbox, Facilities Manager, submitted a staff report stating in lieu of continuing to repair and service multiple pieces of failing and obsolete equipment we have begun to explore replacing them with more reliable options. The newer models offer energy savings, and by collaborating with stakeholders we identified self-contained electric units that do not require condensate tanks or pumps to save on future repairs, and remove the load and operating requirements on the original high pressure steam boiler at this site.

There was only one qualified company which bid on this project in collaboration with Pine Tree Food Equipment (for service) and C. Caprara Food Service Equipment (original equipment vendor):

Siemens Corporation	\$111,565.00
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Manager Tarbox has encumbered this amount in account number 72-706-7652 and he is recommending replacing the existing steam kettles and convection steamers with new institutional grade, energy efficient equipment and awarding it to Siemens Corporation. They are familiar with the systems and controls already in place, as well as the challenges of working in a jail environment. He is also asking to have an additional \$5,000 encumbered to provide a contingency for owner responsibilities related to electrical service and the decommissioning of the existing high pressure steam boiler vessel for a total cost of \$116,565.00.

Chair Cloutier asked for a Motion for approval of Consent Items: 14-076, 14-077, 14-078, 14-079, 14-080, and 14-081.

Commissioner Jamieson made a Motion to approve the Consent Items: 14-076, 14-077, 14-078, 14-079, 14-080 and 14-081. Commissioner Witonis seconded the Motion. All Commissioners unanimously voted in favor, 5-0.

COMMENTS FROM THE COUNTY MANAGER

Chair Cloutier asked the County Manager for his comments.

The County Manager reported on 2 topics: 1) The latest update on the Greater Portland Council of Governments (GPCOG) is that Commissioner Witonis is representing the County on their Executive Committee and that Cumberland County is now a voting member. There was a positive staff meeting last week with GPCOG to discuss what we can be doing in the future. There will be a meeting once a month. 2) The Health Insurance initiative with the PPO 2500 Plan enrollment begins November 15th for a one month open enrollment period. This is an alternative voluntary plan and the county manager thinks it is a good step for the organization to take.

COMMENTS FROM THE COMMISSIONERS:

Chair Cloutier asked for Comments from the Commissioners:

Commissioner Witonis:

Commissioner Witonis asked the County Manager how the reception has been with the PPO 2500 Plan, is it positive or negative? He indicated he believes here at the courthouse it has been positive. In terms of the jail, it has become a negotiations issue regarding the corrections officers' bargaining unit. We will be addressing the issues and hopefully the jail employees will be able to take advantage of it. Commissioner Witonis also asked will the jail employees have to wait until their contract comes up or can it be negotiated in between contracts? HR Director Pettersen indicated the contracts have already been negotiated and we have gone to mediation. This is technical language in the contract. It is not all the jail employees; it is just one union in the jail.

Commissioner Grover:

Commissioner Grover reported on 2 topics: 1) Prior to the Commissioners meeting we had a workshop regarding high speed internet connections throughout the county. This is the second vendor that has come in and spoken with the Commissioners. He indicated it was very informative and he encourages the Board to invite others such as Oxford Networks along with vendors who have experience and the background in this very dynamic area. 2) There was an invitation sent to the Commissioners to attend a legislative breakfast on November 21st regarding public health. This breakfast is offered every two years to elected officials. He encourages the board members to attend this optional breakfast followed by a regular public health meeting.

Commissioner Jamieson:

Commissioner Jamieson reported on 3 topics: 1) He offered his thanks to the 22,000+ veterans in Cumberland County for their dedication, service and loyalty to our country. Cumberland County honors the veterans. Being reminded several times by Bill Whitten (Marine), he also wished the US Marines a happy 239th birthday. 2) He congratulated the number of high school teams from Cumberland County who won championships lately. The Commissioners appreciate their efforts, competition and excellence. The teams appreciated include the Scarborough girls' field hockey team, the Scarborough boys and girls cross country teams, the Scarborough golf team, the Yarmouth volley ball team, the Cape Elizabeth volley ball team, the Yarmouth Class B volley ball team, the Yarmouth boys' soccer team and the Windham girls soccer team. A job well done. 3) With Thanksgiving coming up, please consider giving up your time or resources to the soup kitchens, food banks and other services.

Commissioner Coward:

Commissioner Coward had no comments.

Commissioner Cloutier:

Commissioner Cloutier reported on 3 topics: 1) He also paid tribute to the 239th birthday of the US Marines and to all the athletic accomplishments. 2) He is looking forward to the local football game that will take place soon and hopefully they will return to the State finals. 3) Congratulations to the 22,000+ veterans in the County of Cumberland.

Chair Cloutier asked Brian Dudley, Liaison with the Cross Insurance Arena, for his comments.

Mr. Dudley reported on 5 topics: 1) The CIA's schedule is going very well with the Pirates hockey team and the U of Maine/U of New Hampshire hockey game, the Monster Truck event, the Disney on Ice, Globetrotters, high school basketball playoffs, and country western star Alan Jackson. 2) We are still making progress with Global Spectrum negotiations. 3) The marketing and advertising perspective is in its final transition phase. 4) With regard to the sales perspective the CIA has sold over \$1 million annualized in sponsorships, advertising, premium seating, etc. They also have picked up a sub-naming rights sponsor. They are working diligently on the billing. There is a delay with the ribbon boards that go over the entrance ways into the

facility that will have additional advertising. The problem seems to be with the unrest of Hong Kong shipping; this is where the ribbon boards are being shipped from. 5) They are still waiting for the Certificate of Occupancy from the City of Portland, presently they have an extension on their temporary certificate.

OLD BUSINESS

Chair Cloutier asked if there was any Old Business. Hearing none, we moved on.

NEW BUSINESS

Chair Cloutier indicated this will be a Public Hearing on the 2015 County Commissioners Preliminary Budget. The County Budget is a calendar year budget and the Jail Budget is a fiscal year budget from July to June. The County Budget process begins with a preliminary budget from the County Manager which is received by the Commissioners who have referred it to the Finance Committee. They have made their recommended changes and it is now back to the Commissioners for the final Budget approval.

Chair Cloutier asked for any public hearing comments. Hearing done, the Chair closed the public hearing.

ACTION ITEMS

Chair Cloutier asked for the Action Items.

Chair Cloutier suggested to the Board of Commissioners that the Budget as approved preliminarily be the main Motion and any changes after that be amendments to the main Motion.

Chair Cloutier asked for a Motion to approve 14-082 Approval of the Cumberland County 2015 Preliminary Budget as approved in October. Commissioner Jamieson so Moved and Commissioner Witonis seconded the Motion.

Chair Cloutier asked for any comments before they consider the amendments from the Finance Committee and a Fund Balance amendment.

Chair Cloutier asked the Finance Director Kimball for his comments. Director Kimball indicated since they have the final rates on the health insurance from both New England Benefit Trust and MMA after the Finance Committee had met, the increase resulting from that would have to be an amendment. Chair Cloutier agreed that was one of the amendments he was going to sponsor that amendment in the \$44,000 range, which will be one of the amendments.

Commissioner Witonis indicated she would like to thank the county manager, Bill Whitten, Wanda Pettersen and Alex Kimball and the department heads for putting together a very good budget in such a hard year.

Commissioner Grover thanked the two Finance Committee members from District #3, Melanie Sachs of Freeport and Elinor Multer from Orrs Island for their work and he hopes there will be more participation from other districts next year.

Chair Cloutier proceeded to make the Motions for the amendments.

Chair Cloutier made a Motion from the Finance Committee who Moved and Approved their recommendations to add 2% for all agencies that requested more than the prior year, excluding Learning Works. (A Finance Committee member was associated with Learning Works and therefore it was inappropriate to move money to Learning Works more than they had asked for.) Commissioner Grover seconded the Motion.

A discussion followed with a clarification from Director Kimball indicating the 2% for agencies that were asking for money more than the prior years. The dollar cost is \$664.

Commissioner Coward would like the Commissioners to review the process and find different ways to encourage more good use of taxpayer money toward supporting other endeavors. He supports the \$664 with the hope they will be able to address the process in the next couple of years.

Commissioner Witonis agreed with Commissioner Coward and looks forward to the possibility of working with the City of Portland and United Way to come up with a solution that we all can work together.

Chair Cloutier asked for an Amendment to add the \$664 to the appropriations. All Commissioners voted unanimously in favor, 5-0.

Chair Cloutier asked for an Amendment to add \$44,334.00 to the appropriations to the updated net dollar amount related to actual invoiced health insurance increase expense. Commissioner Witonis Moved and seconded the Motion. All Commissioners voted unanimously in favor, 5-0.

Chair Cloutier asked for an Amendment to reduce the allocation to the Cross Insurance Area Warrant by \$175,000 and delete the use of the funds from the fund balance to subsidize the county operations by the same amount of \$175,000. Commissioner Grover seconded the Motion.

A discussion followed whereby Chair Cloutier indicated we are going to get a substantial Warrant from the Cross Insurance Arena Trustees to recover their operating expenses beyond their incomes for their calendar year 2014 due in 2015. We could fiscal out the expenses over two years and they possible could accept this process. He does not want to use the fund balance this year to cover operational expenses. The county manager feels the CIA Trustees will be supportive of this action.

Commissioner Grover supports this action and asked what the Finance Director Kimball thought of this suggestion. Director Kimball was very much in favor.

Chair Cloutier asked for the Adoption of the 2015 Budget. All Commissioners voted unanimously in favor, 5-0.

**COUNTY OF CUMBERLAND
BUDGET MOTIONS
2015 CALENDAR YEAR BUDGET**

SUMMARY RECAP

DEPARTMENT REQUESTED BUDGET

County Expenditure	\$ 35,428,895
Civic Center Allocation	\$ 2,850,050
Revenue	\$(10,983,852)
Designated Surplus	\$ (175,000)
Tax Assessment	<u>\$ 27,120,093</u>
Enterprise Funds	\$ 2,502,152
Grants	\$ 1,822,098
Summary Budget from all Sources-Gross	<u>\$ 42,603,195</u>

COUNTY MANAGER'S BUDGET CUTS

Cuts to District Attorney	\$ (13,238)
Cuts to Exec-IT	\$ (20,000)
Cuts to HR	\$ (2,500)
Cuts to Facilities	\$ (4,100)
Cuts to Finance	\$ (5,382)
Cut to Sheriff's-Admin	\$ (17,000)
Cuts to Sheriff's- LEC	\$ (41,771)
Cuts to Probate	\$ (5,000)
Cuts to Human Services	\$ (32,760)
Cuts to CCRCC	\$ (150,308)
Cuts to Other areas	\$ (100,000)
<i>NET CUTS RECOMMENDED BY THE COUNTY MGR.</i>	(392,059)

COUNTY MANAGER'S RECOMMENDED BUDGET

County Expenditure	\$ 35,036,836
Civic Center Allocation	\$ 2,850,050
Revenue	\$(10,983,852)
Designated Surplus	\$ (175,000)
Tax Assessment	<u>\$ 26,728,034</u>
Enterprise Funds	\$ 2,502,152
Grants	\$ 1,822,098
Summary Budget from all Sources-Gross	<u><u>\$ 42,211,136</u></u>

COUNTY COMMISSIONERS PROPOSED CHANGES

NO CHANGES

*NET CHANGES RECOMMENDED BY THE COUNTY
COMM.*

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COUNTY COMMISSIONERS PROPOSED BUDGET 2014

County Expenditure	\$ 35,036,836
Civic Center Allocation	\$ 2,850,050
Revenue	\$ 10,983,852)
Designated Surplus	\$ (175,000)
Tax Assessment	<u>\$ 26,728,034</u>
Enterprise Funds	\$ 2,502,152
Grants	\$ 1,822,098
Summary Budget from all Sources-Gross	<u><u>\$ 42,211,136</u></u>

FINANCE COMMITTEE RECOMMENDATIONS

Add 2% for all agencies that requested more than prior year, excluding Learning Works	\$	664
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NO OTHER FINANCE COMMITTEE RECOMMENDATIONS

FINANCE COMMITTEE RECOMMENDATIONS

County Expenditure	\$	35,037,500
Civic Center Allocation	\$	2,850,050
Revenue	\$	(10,983,852)
Designated Surplus	\$	(175,000)
Tax Assessment	\$	<u>26,728,698</u>
Enterprise Funds	\$	2,502,152
Grants	\$	1,822,098
Summary Budget from all Sources-Gross	\$	<u>42,211,800</u>

COUNTY COMMISSIONERS FINAL BUDGET CHANGES

Increase expense due to added health insurance rate increases	\$	44,334.00
Reduce 2015 Civic Center Allocation	\$	(175,000.00)
Reduce Use of Fund Balance as revenue	\$	175,000.00
NET CHANGES RECOMMENDED BY THE COUNTY COMM.		44,334.00

COUNTY COMMISSIONERS FINAL BUDGET 2015

County Expenditure	\$ 35,081,834
Civic Center Allocation	\$ 2,675,050
Revenue	\$(10,983,852)
Designated Surplus	\$ -
Tax Assessment	<u>\$ 26,773,032</u>
Enterprise Funds	\$ 2,502,152
Grants	\$ 1,822,098
Summary Budget from all Sources-Gross	<u>\$ 42,081,134</u>

**COUNTY OF CUMBERLAND
BUDGET MOTIONS
2015 CALENDAR YEAR BUDGET**

MOTION TO SET BUDGET

CUMBERLAND COUNTY COMMISSIONERS
MOVE
TO SET THE BUDGET FOR CALENDAR YEAR
2015 AS FOLLOWS:

County Expenditure	\$ 35,081,834
Civic Center Allocation	\$ 2,675,050
Revenue	\$(10,983,852)
Designated Surplus	\$ -
Tax Assessment	<u>\$ 26,773,032</u>
Enterprise Funds	\$ 2,502,152
Grants	\$ 1,822,098
Summary Budget from all Sources-Gross	<u>\$ 42,081,134</u>

MOTION TO SET CAPITAL IMPROVEMENT PLAN

No motion needed for 2015

Agenda Planning

There will be a Workshop on Monday, November 17th at 5:30PM in the Peter Feeney to discuss the Franklin Street redesign process with the City of Portland.

The next Commissioners meeting will be on December 15th at the Cumberland County Courthouse. The Commissioners are requested to email Chair Cloutier informing him of who they would like to interview for the three vacant positions on the Board of Trustees for the Cross Insurance Arena. The Commissioners will have the interviews starting at 5:00PM followed by an Executive Session to decide who they would like to choose for the position and then at the Regular Commissioners meeting that will take place after the Executive Session, they will vote on the Trustees.

There being no further business Commissioner Witonis made a Motion to adjourn the meeting at 7:15 PM. Seconded by Commissioner Grover. All Commissioners voted unanimously in favor, 5-0.

ATTEST:



**Barbara M. Buckley
Deputy Clerk**