

# KNOX COUNTY COMMISSION

**Special Meeting**

**Monday – August 1, 2011 - 9:00 a.m.**

A special meeting of the Knox County Commission was held on Monday, August 1, 2011, at 1:30 a.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew L. Hart, Administrative Assistant Candice Richards, Communications Director Linwood Lothrop, EMA Director Ray Sisk, Sheriff Donna Dennison, Jail Administrator John Hinkley, and Patrol Administrator Kirk Guerrette (*arrived at 9:09*).

Others in attendance: Architect John Hansen (*arrived at 10:11*), Fire Chief Barry Norris, Ken Knight of Active Communications, and Fire Chief Tom Johnston.

## **Special Meeting – Agenda** **Monday – August 1, 2011 – 9:00 a.m.**

- I. 9:00 Meeting Called To Order**
- II. 9:01 Action Items**
  - 1. Reconsideration and Vote on Floor Plan and Proposed Cost Estimate for 301 Park Street and 327 Park Street.
- III. Adjourn**

### **I. Meeting Called to Order**

Commission Chair Roger Moody called the August 1, 2011 special meeting of the Knox County Commission to order at 9:00 a.m.

### **II. Action Items**

- 1. Discussion of and Possible Vote on Preliminary Floor Plan and Proposed Cost Estimate for 301 Park Street.  
Commissioner Roger Moody asked Administrator Hart for a brief introduction.

#### Background

County Administrator Andrew Hart explained that since the Commission met at the last meeting, it had been brought to his attention that the space currently occupied by dispatch in the jail would not allow enough space for the jail staff if dispatch was removed from the Jail. The Commission would need to discuss the designs for 327 and 301 Park Street because the County may have to go back to having all three departments at 301. The Fire Chief's Association is concerned about dispatch having enough space to expand. The new cost estimate provides space for all three departments and also provides for electronic components of radio upgrades for a total of \$2.5 million for the bond referendum. The County needs to decide what plan to go with so the referendum question can be written and voted on by the Commission. The documentation will be voted on and signed at next week's regular Commission meeting. Administrator Hart added that he has not seen any documentation that shows the wording for the referendum back when the jail was originally built.

#### Original Jail Floor Plan

Major John Hinkley said that he was the one to approve the plan for the jail before it was built because he had been working for the State Corrections offices at the time. The design approved for the jail complex included not just a jail, but also a law enforcement offices area for the Sheriff's Patrol department. At the time, dispatch was part of the Sheriff's department and it was located in what is now the jail administrator's office. That was the extent of it at the time. There also were only had about 30 or 40 inmates so there was plenty of room. Some space was shared by both patrol and jail staff.

#### Equipment Upgrades

Ken Knight stated that he had been asked to attend this meeting and talk about the projects/upgrades for the communications equipment for the next two or three years. He said that if the County did not go out to bond to pay for the upgrades, it would have to be in stages over the next few years to spread out the costs. KRCC Director Linwood Lothrop commented that now is the time to upgrade the County's infrastructure since it will all have to be updated soon anyway and it is better to do it at the same time as moving the department than to spend money moving old equipment, and then purchasing new equipment later.

#### Parking

On the original plan there was a connecting road between the two properties but if that is removed from the plan, it is a \$32,000 savings from the total costs.

Contingency Funds

There were no contingency funds built into the 2011 budget. The County needs to have some contingency funding in case there is an over-run somewhere in the County's budget for some reason. The County should have 10% of the total cost for this project in contingency, which only adds another \$250,000 to available funding.

Patrol

Patrol Administrator Kirk Guerrette expressed some concerns that he had over the lack of space for the patrol department at the jail. He stated that there is insufficient storage space as well as a lack of enough space for labs and interrogation interviews. The department needs more employees but there's really no room for them. Patrol needs a storage facility and a fitness center to promote fitness for the officers, it's possible that down the road forfeiture funds could be used to pay for that.

Knox Regional Communications Center Advisory/Executive Board

Washington Fire Chief and EMA Director Tom Johnston introduced himself as the Chair of the Knox Regional Communications Center Executive Board and Washington's Fire Chief. He stated that there was a safety issue with dispatch being located at the front of the building. It needs to be in a secure location in case of an incident, which is why the design for 301 has dispatch located at the back of the complex. Time is short for this project and it's definitely hard to convince everyone in a short amount of time of the necessity of the project, but it's something that needs to be done. Adding dispatch onto the back of 301 is the best decision for not just dispatch, but also for the jail at 327. The 301 building will allow better access to the Sheriff and the Emergency Management Agency by the public and at the same time protect dispatch from dangerous situations. The biggest item of debate is the communications upgrades, but while it may cost more to do it now, there is a greater over-all cost savings from doing it all at once rather than over several years. Going to the digital system allows for future expansion, which the analog system does not, and prevents the County from having to lease any more towers or private property for equipment. He stated that he was advocating for the plans as presented with the dispatch center located at the back of 301 Park Street.

Union Fire Chief and EMA Director Barry Norris introduced himself as the Vice-Chair of the Knox Regional Communications Center Advisory Board. He stated that a vote had been taken at the KRCC Advisory Board to support the \$2.5 million project. The County needs to have the equipment to have the kind of communications center that the public needs it to be. The fire chiefs and EMA directors will support the Commission at the public informational hearings and assist in getting the bond through. The total may be \$2.5, but only \$2 million is for brick and mortar, while the other \$500,000 was for communications needs. If the public knows that it will cost individual taxpayers just an extra \$6 a year, it will be easier for the public to absorb.

Renovation Costs in the Jail

Major Hinkley commented that if the jail staff moves into the space vacated by the sheriff and dispatch, the jail staff can renovate or make changes to the space themselves and there would be renovation costs to the County for that.

Sheriff Donna Dennison indicated that in her opinion, the jail staff could get by without taking the entirety of the space that dispatch and patrol currently use. It would be cheaper to leave dispatch where it is and share some of the patrol areas with the jail staff.

When asked if the State would have any input in this because of the State Correctional System, Major Hinkley said that if he was looking at spending money on changes and renovations to the space, he would have to go to the Board of Corrections for approval. Right now there are no costs anticipated with rearranging the office areas in the jail so the BOC does not be consulted. He added that getting those areas allocated back to the jail for jail operations will actually enhance the County's position with the State as far as standards and compliance is concerned because right now the jail staff does not have the space to run the programs that they are supposed to be running.

Department Head's Opinion on the Revised Original Plan

EMA Director Ray Sisk commented that the square footage at 301 is not as much as it should be, but that it was an improvement over his current location and that he could definitely work with it. Director Lothrop said that he agreed with Director Sisk and that it was his belief that the departments did not need nearly as much space as QA13/Lichtman Associates had suggested in their report.

When asked if she could support the project when the public asked her questions, the sheriff responded that she would only speak to the needs of the jail and patrol as those were her departments. Director Lothrop would have to speak for his own department.

Administrator Hart stated that if all three department heads don't support the project together, the public wouldn't support the project either because it will look like each department is only out for themselves and not working together.

Original Plan (REVISED)	<i>(Estimated costs)</i>
Renovations	456,720
Vestibule	26,000
KRCC Addition	350,000
Generator	30,000
Access Driveway	32,000
Architect and Engineering Fees	100,000
Bond Counsel	10,000
Move 9-1-1 Equipment	35,000
New Console Electronics	250,000
Microwave Upgrades	250,000
Radio Upgrades	410,280
<b>Sub-Total</b>	<b>1,950,000</b>
Land & Building	500,000
KRCC Equipment Moving Costs	50,000
<b>Total</b>	<b>2,500,000</b>

- A motion was made by Commissioner Carol Maines to adopt original plan revised as set forth *(in the chart above)* that the renovations and other upgrades shall be in the amount of \$2,500,000 to include the cost of the land and building at 301 Park Street. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

**IV. Adjourn**

- A motion was made by Commissioner Richard Parent to adjourn the meeting. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

The meeting adjourned at 10:52 a.m.

Respectfully submitted,

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 Candice Richards  
 Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on September 13, 2011.**