

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – July 12, 2011 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, July 12, 2011, at 2:00 p.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 Hart, Administrative Assistant Candice Richards, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, Registrar of Probate Elaine Hallett (*left at 3:28 p.m.*), Registrar of Deeds Lisa Simmons (*left at 3:28 p.m.*), KRCC Director Linwood Lothrop, TSS Mike Dean, Sheriff Donna Dennison (*arrived at 2:26 p.m.*), Chief Deputy Tim Carroll, and Sergeant Michael Sprague (*left at 3:02 p.m.*).

Others in attendance: Martin Cates from Jaret & Cohn Real Estate; Steve Betts from the *Herald Gazette* (*left at approximately 3:00 p.m.*); Budget Committee member Lawrence Nash (*left at 3:14 p.m.*); Christopher Nolan from Know Technology; John Hansen, Architect (*arrived at 2:48 p.m.*); and John Root, Code Enforcement Officer for the City of Rockland.

Regular Meeting – Agenda Tuesday – July 12, 2011 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:15 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of May 10, 2011.
 - iii. Minutes of Special Commission Meeting of May 16, 2011.
 - iv. Minutes of Regular Commission Meeting of June 14, 2011.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Presentation on Orthoimagery Project and Vote to Include in the 2012 Budget.
 - 2. Discussion and Vote on Preliminary Floor Plan and Proposed Cost Estimate for 301 Park Street.
 - 3. Act on Crie Haven Request for Acquiring Firefighting Equipment.
- V. 3:00 Discussion Items**
 - 1. Discussion of the Knox County Information Technology Strategic Plan Progress Update.
- VI. 3:15 Other Business**
- VII. 3:20 Executive Session**
 - 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- VIII. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the July 12, 2011 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Roger Moody asked for public comment. There was none.

III. Consent Items

- 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of May 10, 2011.
 - iii. Minutes of Special Commission Meeting of May 16, 2011.
 - iv. Minutes of Regular Commission Meeting of June 14, 2011.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. Budget Line Withdrawals.

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

Reserve Withdrawals:

Airport Projects	461608-14640	\$801.75
Building	200008-12655	\$12,500.00
Courthouse Furniture/Fixtures	200008-12730	\$662.00
Legal Expense	200008-12650	\$1,568.51
	Total	\$15,532.26

Budget Line Transfers:

FROM:
AIRPORT

TO:

Ground Maintenance	416004-54590	\$720	Printing	416004-54525	\$200
Building Maintenance	416004-54595	\$4,000	Copy Machine	416005-55345	\$500
			Auto Supplies	416005-55310	\$2,000
			Maintenance	416005-55325	\$2,000

BUILDING MAINTENANCE

Building Supervisor	006003-53060	\$745	Cleaning	006004-54591	\$3,033
Janitors	006003-53061	\$889			
FICA	006003-53900	\$854			
ICMA	006003-53960	\$545			

COMMUNICATIONS

Consulting	518004-54015	\$7,895	Radio Repairs	518004-54580	\$7,895
Copy Machine Repair	518004-54572	\$2,600	Equipment – Copier Rental	518004-54570	\$2,600

DEEDS

PO Box	009004-54675	\$200	Books, Subscriptions	009005-55505	\$200
Office Supplies	009005-55335	\$300	Equipment Repairs	009004-54575	\$300

DISTRICT ATTORNEY

Office Supplies	003005-55335	\$204	Transcripts	003004-54080	\$204
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FINANCE

Training & Seminars	005004-54545	\$300	Computer Supplies	005005-55385	\$300
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SHERIFF

Patrol Administrator	011003-53312	\$4,373	Unemployment	011003-53930	\$4,373
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Total:	\$23,625
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Total:	\$23,625
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IV. Action Items

1. Presentation on Orthoimagery Project and Vote to Include in the 2012 Budget.

Dan Walters introduced himself as working for the US Geological Survey, which has spent the last 150 years mapping in the US, including topographical maps. He serves on the Maine Geolibrary Board, which is a quasigovernmental group that represents Maine’s interests. He’s also the chair of the Orthoimagery sub-committee. The following is some of the information contained in the PowerPoint presentation:

Orthoimagery is aerial photography that has been processed to have the positive attributes of a photograph such as detail and timely coverage, the positive attributes of a map including uniform scale and true geometry, an accurate representation of the earth's surface, measurements, and digitized features (e.g., buildings). It allows you to see what is there on the ground at that time but it is also a true representation of the ground, like a map. It allows for measuring and showing exactly what’s there rather than sending a surveyor out.

Orthoimagery is used for:

- Tax Parcel Mapping
- Transportation Management, Operations & Planning
- Economic Development
- Utilities Management, Operations & Planning
- Land Planning and Zoning
- Drainage Planning & Management
- Code & Permit Enforcement
- Agriculture
- Insurance

- Surveying & Mapping
- Environmental Management, Planning & Regulation
- Education
- Natural Resource Inventories and Assessments
- Homeland Security & Emergency Management
- Public Safety Planning, Response & Mitigation

Phase 1 – getting the committee up-to-speed

- Review the users needs
- Understand the state-of-the-art for orthoimagery production
- Review Existing Standards and Specifications
- National Map Accuracy Standards (NMAS)
- Content Standards for Digital Orthoimagery
- National Standard for Spatial Data Accuracy (NSSDA)
- Model USGS Orthoimagery specification published for the ARRA Orthoimagery program

Phase 2 - What’s Realistic?

- Reasonable annual budget
- Not practical to acquire entire state in one year
- Must break state into groups
- Not all areas need new imagery at the same rate
- Need to consider varying refresh cycles
- All major stakeholders must help fund the work
- There needs to be a schedule so organizations can budget

Phase 3 - Program Recommendations

- Letter of support for federally sponsored “Imagery for the Nation”
- 11 groups flown on a rotating cycle of 3 years (groups 1-3) or 5 years (groups 4-8 & groups N1-N3)
- Base resolutions of 2 foot (groups 1-8) and 3.3 foot (groups N1 – N3)
- Published schedule of when each group would be flown
- Facilitate buy-ups with funds from organizations interested in high quality products
- The imagery would be natural color and flown leaf-off in the spring without snow
- Airborne GPS and IMU will be used for control
- 10 meter USGS DEMs will be used *at a minimum* for orthorectification
- Use USGS base orthoimagery specifications will be used as a guide for all contracts

Specifications:

- 11 groups flown on rotating basis
- Knox County is in Group 1: so the area is flown every 3 years and is done at a two-foot resolution
- About \$500,000/year
- Local buy-ups to upgrade products

Three Very Important Aspects of Program

- Base program funded by federal, state and county dollars
- Organizations can “buy up” to improve deliverables
- Pixel resolution – 1 foot, 6 inch, 3 inch
- Improve horizontal accuracy
- Near infrared
- Oblique Imagery
- Others as negotiated in contract
- Published acquisition schedule to allow towns and other organizations to budget funds in time to participate

Program Status

- Program to start 2012
- 2014 > Groups 1** (includes Knox County)
- \$10,000 from GeoLibrary
- Working with federal, state and county agencies for base funding for 2012
- Towns can buy up
- Need commitments before 10/1/11, but sooner is better

Total cost per year for basic program using vendor estimates:

	Sq. Miles	Annual Cost	County cost at 33.3%
KNOX	1119	\$26,115	\$8,696.25

How do counties benefit?

- Provide valuable service to towns
- Ensure county-wide orthoimagery is available for emergency planning and response
- Current orthoimagery supports search and rescue operations, and crime scene logistics and analysis
- Necessary layer for viewing town parcel data
- Leverage local data to improve quality (buy-ups)

How do towns benefit?

- Orthoimagery subsidized by leveraging federal, state and county dollars for base program
- Economy of scale of statewide program provides additional significant savings

- Administrative costs of program are shared across all stakeholders and no longer a local burden
- Financial participation from other stakeholders for buy-ups

What can you do to support the program?

- Letter to county commissioners encouraging county financial participation
- Letter of financial commitment to buy-up as soon as possible to build momentum for program
- Explain importance of state government participation as the opportunity arises

The State has issued an RFP for a five-year contract and received bids from seven very reputable national vendors. Bids have come in significantly lower (up to 50% lower) than anticipated. Estimates in the presentation are from before the bids came in so the costs are actually going to be a lot lower than the estimates.

The Cumberland county administrator has already put funds for this in his budget. Knox isn't scheduled for another two years, in 2014, so the County has time to budget money to save up for the project, or the County could petition the committee to change the schedule.

The product a town ends up with depends on what services the town uses and makes available to taxpayers, i.e.: code enforcers, appraisers, etc. It is up to the town to print their own hard copy maps if they want to. 911, DOT, and DEP are all big users of this information and are likely to provide a portion of the State funding.

Commissioner Roger Moody encouraged the town reps to either contact Dan Walters if they have questions, or himself, and to talk with the other officials from their town to discuss whether they are interested or not in the orthoimagery project.

- No action was taken.

2. Discussion and Vote on Preliminary Floor Plan and Proposed Cost Estimate for 301 Park Street (Taken out of Order).

John Hansen stated that he had revised his report after the discussion at last week's meeting. He had met with Director Lothrop to tour the KRCC area and look at the space. The first step was to revise the preliminary floor plan, which included taking out the space allocated to the fitness center and storage, and cutting vestibule in half so that reduced 11,624 to 10,554 square feet.

	Square feet
Patrol	5,654
EMA	2,310
RCC	2,000
Common or shared space	590
Total	10,554

The common space includes a conference room, vestibule, and a break room. There are other non-construction costs that would affect the overall costs. Option 1 relocates dispatch to the new facility which costs a lot. Option two wouldn't move dispatch so those costs wouldn't happen then. Neither option shows the cost of moving dispatch since it's not a construction cost. Also, neither option includes the cost of a generator even though the purchase of one is going to be necessary at 301 no matter which departments relocate to there.

County Administrator Andrew Hart briefly went over the timeline for getting things ready enough to be able to get a referendum on the November 2011 ballot. Everything has to be done in four months and will require a lot of work. He stated that the Commission really needed to decide today which option to go with. The County needs to start the process but can't until the Commission decides which option they want to pursue.

Commissioner Parent commented that EMA Director Ray Sisk had talked about how important it was to keep EMA and Communications together. He asked KRCC Director Linwood Lothrop for his opinion on that. Director Lothrop responded that having the two departments co-located is ideal, but as technology changes over the next two or three years it won't be as important because technology will surmount the current issues that arise from the two departments not being in the same location. Director Lothrop added that his preference is Alternative 1 partly because it would work better for the Sheriff and the Jail.

Commissioner Moody asked the sheriff for her opinion. Sheriff Donna Dennison responded that if the County goes with Alternative 1, she would want to keep the forfeiture money (roughly \$240,000) for a later date to do something to get Patrol more space in the future. She said that her department will be fine with whatever the Commission chooses. The Sheriff's department has been making do and will continue to do so. Administrator Hart commented that the forfeiture money can only be used for certain things so that has to be taken into account when considering that money as part of the "available" funds for this project.

Commissioner Moody stated that in terms of meeting all of the needs for all three departments (four if you count the jail) the original plan was the best. Administrator Hart commented that the County will have to hire an architect to do certified floor plans, acquire bond counsel and put out an RFP. The County cannot do that itself because of the scope of the project. He added that the County needs to give the taxpayers the worst-case scenario for costs in case the County is not able to get the grant money. Otherwise, the project will fail to happen because there wouldn't be enough money to do it.

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
Sub-Total	1,004,720
Land & Building	500,000
KRCC Equipment Moving Costs	50,000
Total	1,554,720

Alterative Consideration #1	<i>(Estimated costs)</i>
Renovations to 301	456,720
Renovations to 327	110,000
Generator	30,000
Access Driveway	32,000
Architect and Engineering Fees	100,000
Bond Counsel	10,000
Sub-Total	738,720
Land & Building	500,000
Total	1,238,720

- A motion was made by Commissioner Carol Maines to move forward with alternate consideration 1 for a total of \$1,250,000*. The motion was seconded by Commissioner Richard Parent for discussion.

**Note: the \$1,238,720 was rounded up to \$1,250,000 for the purpose of simplifying the figures for the bond referendum.*

Administrator Hart said that he would have to meet with department heads and have them work on a list of why this plan is good for the County. The information needed to be compiled quickly to be able to sell this to the public.

Mr. Hansen asked how important the access driveway would be. Sheriff Dennison replied that there is not really enough room right now to get around the building from back there. Chief Deputy Tim Carroll suggested that a parking study would figure that out. Administrator Hart commented that it would also make sense to repave entire parking lot and paint lines.

- A vote was taken with all in favor.

Administrator Hart asked John Hansen to generate the revised plans for both locations.

3. Act on Crie Haven Request for Acquiring Firefighting Equipment.

County Administrator Andrew Hart explained that he really did not have enough information for the Commission to be able to take any kind of action on the subject. The County does not have a UT budget right now, which would be on a fiscal year like the jail is, while the rest of the County is on a calendar year. The FY2012/13 starts July 2012. The earliest the County could do anything for Crie Haven would be July of 2012. Since Crie Haven does not have an actual fire department, if the County purchases equipment, the residents of Crie Haven would have to comply with training standards and the County assumes the costs and all liabilities. To have a budget for Unorganized Territories, the budget has to be approved by the Commission and the Budget Committee and then go to the State.

There are no residents living on the island year-round and there are not even any roads so the residents use ATV's to get around the island. The residents feel that they are receiving little to no benefits or services from their tax dollars because of their remote location.

- A motion was made by Commissioner Carol Maines to table the agenda item until the Regular Commission Meeting on August 9th. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Discussion Items

1. Discussion of the Knox County Information Technology Strategic Plan Progress Update (Taken out of Order).

Chris Nolan introduced himself as the senior project manager and information risk management risk director of Know Technology. He stated that his company was working to develop an IT strategic plan that works for the County. He added that he had been asked by Administrator Hart to provide an update of where Know Technology is currently at in that process. The following is information from Mr. Nolan's PowerPoint Presentation:

Knox County Information Technology Strategic Plan Progress Update

Overview of Approach

- Research the County's services and business requirements
- Meet with department heads
- Assess the goals related to technology
- Review the current network and diagram it
- Conduct a gap analysis
- Develop strategies to reduce the gap

Assessment Status

- Business Requirements
 - Meetings with departments
 - Discussion with telephone system provider
- Network Review
 - Tour of the networking facilities
- Documentation Review
 - County Charter
 - Phone bills, tech contracts, and budgets
 - Municipal Resources

IT Strategy Development

- Business process goals
- IT goals
- Current baseline
- Gap analysis
- IT support recommendations
- IT networking recommendations
- Implementation plan

Observations

- All departments seek file sharing solutions both intra and inter-departmentally
- Most departments require privately held files - files they do not want shared
- Significant work is stored locally on PCs with no central file backup solution
- Most departments have their own wireless access points with no central administration
- A comprehensive information security / risk management project is not evident
- Observations are consistent with Municipal Resources
- Computer network is daisy-chained together with non-managed residential quality components that are mostly floor or desk mounted in a non-physically secured environment
- Out of service equipment remains in place
- A configurable wireless solution is purchased but awaits deployment
- Knox County supports multiple platforms for network access
- Lack of information risk management program and policies in print or implemented
- Jail door and camera control system is 10 years old and requires an update
- The phone systems are not linked between the county CH, airport, and Sheriff's office, and the system can be configured to do so.

Early Recommendations

- Create a Knox County domain for file sharing, storage, security and portability
- Enable mobile users to connect to the Knox County domain resources by a secure technology solution
- Plan for a technology replacement cycle of 5 years for network equipment and computers

- Develop an information security and information risk management program in the context of best practices and industry standards to include end-user education
- Link the administrative phone switches to enable inter- building dialing and voicemail forwarding
- Remove, secure, and destroy equipment that is out of production to mitigate the risk of loss of data / loss of inventory control
- Install a centrally managed wireless access facility
 - remove rogue wireless access points
- Consider additional scalable IT resources to augment the support staff
- Migrate to a single network manufacturer platform to enable a uniform network configuration.
- Reconsider the relocation of the Sheriff's department technology to the non-environmentally controlled attic
- Update the jail control room system
- Consider championing inter-agency cooperation to share read and write access to the Spillman database with other police forces.

Next Steps

- Review the current domain controller in detail
- Validate the network diagram
- Finalize the Information Technology Strategy
- Need to meet with a few more departments, develop project plans, scopes of work and pricing for recommendations IAW IT Strategy, and provide the County with a schedule of priorities

Mr. Nolan commented that his update did not necessarily talk about things that *are* going well but that he did want to point out that there is obviously a lot of interest in moving the County forward and in progressing the County's technological strategy for the future.

VI. Other Business

County E-mail

Commissioner Roger Moody asked if the other commissioners were getting their emails okay now as there had been some difficulties relating to their use of County email at home. Commissioners Parent and Maines both expressed some frustration with using the County email.

VII. Executive Session

1. Convene in Executive Session to Discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

- A motion was made by Commissioner Richard Parent go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

The executive session convened at 4:30 p.m.

The executive session concluded at 5:02 p.m.

VIII. Adjourn

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

The meeting adjourned at 5:03 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

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