

Bob's
copy

**TOWN OF CUMBERLAND
SPECIAL MEETING OF THE TOWN COUNCIL
MAY 23, 2002**

- I. Call to order at Cumberland Town Hall at 7:00 p.m.**
- II. Approval of Minutes**
- III. Manager's Report**
- IV. Public Discussion**
- V. Legislation and Policy**
02 – 50. To adopt the 2002/03 Municipal Budget.
- VI. Correspondence**
- VII. New Business**
- VIII. Adjourn to workshop**
- IX. WORKSHOP - Review of Chebeague Island Long Range Plan**

Send copy of
Board Report to
Meadow

Mr H1
True sp. for
Green not
a known

MEMBERS OF THE TOWN COUNCIL

Stephen Moriarty (Chair)	829-5095	Donna Damon	846-5140
Mark Kuntz	829-6482	Harland Storey	829-3939
Michael Savusuk	781-3061	Peter Bingham	829-5713
Jeffrey Porter	829-4129		

Town of Cumberland web site: www.cumberlandmaine.com

Carla Nixon

From: Carla Nixon
Sent: Thursday, May 02, 2002 3:58 PM
To: Department Heads
Subject: Next Dept. Head Mtg...

...has been scheduled for Wednesday, May 8th at 10:00 a.m. in the East Conference Room. Please let me know if you will be late or unable to attend this meeting.

Thanks,
Carla

Bob -
OK w/ you?
Already emailed
out to all.
Carla

**Town of Cumberland, Maine
Route One Sewer Extension
Bid Evaluation
Prepared by Harding ESE**

5/16/02

PN: 55539/3

ITEM	A.H. Grover	Gorham S&G	Storey Bros.	Dearborn Bros.	Chase Exc.	R.J. Grondin		
1. 1910 l.f. 8" Sanitary Pipe								
unit cost/ l.f.	\$25.75	\$28.00	\$36.90	\$39.50	\$35.00	\$65.00		
Amount	\$49,182.50	\$53,480.00	\$70,479.00	\$75,445.00	\$66,850.00	\$124,150.00		
2. 32 vertical l.f. Manholes								
unit cost/ vert. L.f.	\$421.00	\$400.00	\$275.00	\$350.00	\$450.00	\$300.00		
Amount	\$13,472.00	\$12,800.00	\$8,800.00	\$11,200.00	\$14,400.00	\$9,600.00		
3. 1370 l.f. Insulation								
unit cost/ l.f.	\$4.00	\$3.50	\$3.00	\$2.50	\$4.50	\$5.00		
Amount	\$5,480.00	\$4,795.00	\$4,110.00	\$3,425.00	\$6,165.00	\$6,850.00		
4. 300 c.y. Trench Rck. Exc.								
unit cost/ c.y.	\$90.00	\$100.00	\$75.00	\$75.00	\$150.00	\$45.00		
Amount	\$27,000.00	\$30,000.00	\$22,500.00	\$22,500.00	\$45,000.00	\$13,500.00		
5. L.S. Erosion/Sed. Controls								
Lump Sum								
Amount	\$1,000.00	\$6,800.00	\$2,000.00	\$7,000.00	\$3,000.00	\$1,500.00		
Total Bid amount	\$96,134.50	\$107,875.00	\$107,889.00	\$119,570.00	\$135,415.00	\$155,600.00		

5/23/02

To: Town Manager Bob Benson

From: Nadeen Daniels, Town Clerk *Nadeen*

RE: Correspondence copied for Council

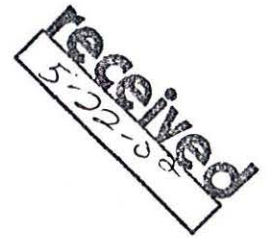
Please find below a list of the correspondence that you've requested be copied for the Council members for this evening's meeting:

- a) MSAD 51 Middle School Easement through Sr. Housing memo from Bill Hoffman
- b) MMA Executive Committee Nominations memo from Gary Brown, MMA President.
- c) RWS Meeting Agenda
- d) County Commissioners' Meeting Minutes of April 22, 2002.
- e) Oral Request to move June 10th Council Meeting to Val Halla due to use of Chambers for election next day, June 11th



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org



TO: Key Municipal Officials

FROM: Gary Brown, MMA President

DATE: May 20, 2002

Nominations for MMA Executive Committee Now Being Accepted

The MMA Executive Committee has appointed the 2002 MMA Nominating Committee (see attached list). The Nominating Committee is charged with selecting a proposed slate of officers for election to the MMA Executive Committee. This is an opportunity for interested municipal officers, town/city manager, or chief appointed administrative official, in an active member municipality to become involved in the governance of our municipal association.

To assist the Nominating Committee in its work, nominations are now being accepted from municipal officials interested in serving on the Executive Committee. A Job Description describing the duties and responsibilities of the Executive Committee is enclosed for your reference. *Would you please distribute a copy of this information to each member of your Board of Selectmen/Council for their consideration.*

We encourage those individuals interested in serving our Association to respond by nominating themselves or another municipal official to serve on the Executive Committee. If you are nominating someone other than yourself, please confirm with that person that they are interested in serving on the MMA Executive Committee. The Nominating Committee will meet on May 29 and June 20 to consider the nominations and put forth a proposed slate of officers to be voted on by the full membership.

If you have any questions please contact Charles Jackson at the MMA office (1-800-452-8786). Thank you for your continued interest and support.

Maine Municipal Association Nominating Committee 2002

Past Presidents

Chair Bruce Benway, Town Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005-0586
Tel: (207) 284-9313 FAX: (207) 284-7956

Peggy Daigle, Town Manager
Town of Houlton
21 Water Street
Houlton, ME 04730-2020
Tel: (207) 532-7111 FAX: (207) 532-1304
E-Mail: town.manager@houlton-maine.com

Elected Officials

Doug Jones, Council Chair
Town of Baileyville
3 Birch Street
Baileyville, ME 04694-0883
Tel: (207) 427-3442 FAX: (207) 427-6200

Judith Fuller, Chairman of Selectmen
Town of Liberty
RR 1 Box 2538
Liberty, ME 04949
Tel: (207) 589-4318 FAX: (207) 589-3160

Affiliate Group President

Cornell Knight, Town Manager
Town of Winthrop
15 Town Hall Lane
Winthrop, ME 04364
Tel : (207) 377-7205 FAX : (207) 377-7201
E-mail : winmang@ctel.net

MMA Staff

Charles Jackson, General Counsel
Maine Municipal Association
Tel: 1-800-452-8786 FAX: 626-3358
E-Mail: cjackson@memun.org

Theresa Chavarie, Executive Associate
Maine Municipal Association
Tel: 1-800-452-8786 FAX: 626-3358
E-Mail: tchavarie@memun.org

Maine Municipal Association Executive Committee

JOB DESCRIPTION

Position

The Executive Committee is created by the MMA Bylaws and serves as the corporate governing body for the Maine Municipal Association. The Committee is composed of 12 elected or appointed municipal officials including a President, Immediate Past President, Vice President and nine Executive Committee members (three-year staggered terms). Executive Committee members are elected at the MMA Annual Business meeting, which is held in conjunction with the MMA Annual Convention. Officers serve one-year terms in their respective positions.

Responsibilities

The Executive Committee is the corporate governing board of the Maine Municipal Association. MMA is a non-profit organization providing an array of professional services and insurance related programs to its members. As a corporate board, the Executive Committee has overall governance and fiduciary responsibility for MMA, including its annual operating budget of approximately \$7.5 million and custody of \$75 million in assets.

The Executive Committee typically holds regular monthly meetings, which are usually held in Augusta on Wednesday or Thursday from 9:00 a.m. – 3:00 p.m. This includes a September 2-day strategic planning meeting that is most often held in the municipality of the current President; and a 2-day Annual Convention held in October. There may also be a few additional meetings for special purposes. An amendment to the MMA bylaws was adopted by the full membership in October 2001 that provides attendance requirements for all or most board meetings. Some members will be asked to participate in additional subcommittee and/or ad hoc committee meetings as needed. Service on subcommittees (such as the Strategic & Finance Committee) may entail an addition of 4-8 meetings during the year.

The major responsibilities of the MMA Executive Committee include:

- ◆ Establishing the mission and setting the direction for the organization.
- ◆ Long range planning for the organization – setting short and long-term goals
- ◆ Employment and evaluation of the chief executive officer
- ◆ Overall governance of the organization
- ◆ Financial responsibility – adoption of budget, oversight of financial management, retention of auditor

- ♦ Policy development – establish and maintain system for building consensus among the members
- ♦ Representation of the organization – serving as an ambassador for the organization to the membership and representing membership interests
- ♦ Attendance at the MMA Annual Convention
- ♦ Serving as Trustees of the MMA Workers' Compensation Fund and the MMA Unemployment Compensation Fund.
- ♦ Serving as the nucleus of the governing board for the MMA Property & Casualty Pool Program.

Qualifications

- ♦ A municipal officer, as defined in 1 M.R.S.A. §72(12), or the position of town or city manager or chief appointed administrative official, in an active member municipality.
- ♦ Ability to serve a three year-term.

Desirable Attributes

- ♦ Basic knowledge and/or interest in the corporate operations of the Maine Municipal Association.
- ♦ Although not necessary, prior experience on other governing boards and/or involvement in the Maine Municipal Association.

If you would like additional information on the commitment and responsibilities of MMA Executive Committee members, please do not hesitate to contact Chuck Jackson or Theresa Chavarie at 1-800-452-8786 or locally at 623-8428.



MAINE MUNICIPAL ASSOCIATION

NOMINATION FORM

Maine Municipal Association
Executive Committee

DEADLINE - Thursday, June 19, 2002
Please provide as much information as possible.



Name of Nominee: _____

Position: _____ Years in Position: _____

Municipality: _____

Mailing Address: _____

Work or Office Phone: _____ Home Phone: _____

E-Mail Address: _____

PROFESSIONAL AND MUNICIPAL EXPERIENCE – include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

INVOLVEMENT WITH THE MAINE MUNICIPAL ASSOCIATION (e.g., Legislative Policy Committee, past Advisory Committee, ad hoc committees, etc., (provide position title and dates of service if possible):

OTHER INFORMATION (e.g., occupation, education, other activities of interest, awards, etc.)

WHAT ATTRIBUTES DO YOU BELIEVE YOU OR YOUR NOMINEE WILL BRING TO THE MAINE MUNICIPAL ASSOCIATION:

If you are making this recommendation for someone other than yourself, please confirm with that individual that they would be interested, and complete the following section so that we may contact you if more information is needed. Thank you.

NAME: _____ DAYTIME TEL #: _____
POSITION: _____ MUNICIPALITY: _____
ADDRESS: _____

Please Return no later than Thursday, June 19, 2002

Charles M. Jackson, General Counsel

Maine Municipal Association

60 Community Drive

Augusta, Maine 043330

Regional Waste Systems, Inc.

Council
5-23-02
MY

Corporate Members

Bridgton
Cape Elizabeth
Casco
Cumberland
Falmouth
Freeport
Gorham
Gray
Harrison
Hollis
Limington
Lyman
North Yarmouth
Ogunquit
Portland
Pownal
Scarborough
South Portland
Waterboro
Windham
Yarmouth

Norman E. Justice, Jr.
Chairman

Charles E. Foshay
General Manager

May 8, 2002

To: Chairman & Members of the Board of Directors, RWS

From: Charles E. Foshay, General Manager, RWS

Subject: Meeting Agenda

The Chairman has scheduled a meeting of the Board of Directors for Thursday, May 16, 2002, at 7:00 PM. The meeting will be held in the director's room located on the third floor in the Waste to Energy Plant, 64 Blueberry Road Portland.

Associate Members

Baldwin
Hiram
Naples
Parsonsfield
Porter
Standish

Please find enclosed materials related to the following agenda items:

1. Staff Reports
2. Recycling Scholarship Award
3. MMA Health Trust Resolution
4. MMA Insurance Resolution
5. Nominating Committee
6. Fiscal Year 2003 Budget
7. Information

Any item deemed appropriate by the Chairman

Item 1 Staff Reports

Draft Motion: The Board of Directors hereby accepts the staff reports as enclosed in the agenda materials

Background: Enclosed are copies of staff reports from the Waste to Energy Plant, Administration and Recycling operations.

Item 2 Recycling Scholarship Award

Draft Motion: None Requested

64 Blueberry Road
Portland, Maine 04102
Tel: 207-773-6465
Fax: 207-773-8296
www.regionalwaste.org



Background: As part of our ongoing recycle education program RWS is awarding a grant of \$1,500.00 to Edward V. Bush Jr. for his winning essay on the cartoon Blondie. The Chairperson and Members of the Recycling Committee would like to recognize their selection at the meeting. Background material and Mr. Bush's essay are enclosed for your information. Carol Fritz will present the scholarship to Mr. Bush at his school.

Item 3 MMA Health Trust Resolution

MMA Employees Health Trust:

Be it Resolved: That Regional Waste Systems join with other participating municipal and quasi-municipal employers in a Multiple Employer Welfare Arrangement for the provision of employee health benefits, as authorized by 24-A MRSA §6601 et seq., said Arrangement to be known as the "Maine Municipal Employees Health Trust: (Health Trust); and, further, for that purpose and in consideration of the mutual covenants and agreements among the participating employers, the Chairman, or in the vent of his absence, illness or other inability to act, the General Manager, is authorized to enter into a Participation Agreement on behalf of Regional Waste Systems and take whatever other actions may be necessary; and, further, the authority granted herein shall remain until revoked.

Background: Enclosed is a letter from the Health Trust requesting RWS Board of Directors approve the draft motion.

Item 4 MMA Insurance Resolution

MMA Property & Casualty Pool:

Be it Resolved: That the Regional Waste Systems Board of Directors approves enrollment of Regional Waste Systems in the Maine Municipal Association Property and Casualty Pool, and further, authorizes the Chairman, or in the event of his absence, illness or other inability to act, the General Manager, to submit an application, execute any Contract Agreement and take whatever other actions may be necessary for membership on behalf of Regional Waste Systems.

MMA Workers' Compensation Fund

Be it Resolved: That Regional Waste Systems join with other participating municipal and quasi-municipal employers to group self-insured for the provision of workers' compensation benefits, as authorized by 39-A M.R.S.A. §403., said group to be known as the "Maine Municipal Association Workers' Compensation Fund" (Fund); and, further, for that purpose and in consideration of the mutual covenants and agreements among the participating

employers, the Chairman, or in the event of his absence, illness or other inability to act, the General Manager, is authorized to enter into a Fund Indemnity Agreement on behalf of Regional Waste Systems and take whatever other actions may be necessary; and, further, the authority granted herein shall remain until revoked.

Background: The MMA is asking the RWS Board of Directors to pass the two resolutions on property and casualty and workers compensation insurance in order for them to respond with a quote on our insurance needs.

Insurance costs are a large part of our 2003 increase and it maybe that MMA can help reduce those costs.

Item 5 Nominating Committee

Draft Motion: None requested

Background: The Chairman will appoint the Nominating Committee for Officers and the Executive Committee for July 2002 – July 2003.

Item 6 Fiscal Year 2003 Budget

Draft Motion: The Board of Directors hereby accepts the 2003 Budget as presented by the General Manager for consideration and review.

Background: The General Manager will present the Budget to the Board at the meeting. The Finance Committee will have met at least once prior to the Board meeting. Enclosed is the six-year plan and other information that has been provided to the Finance Committee.

Item 7 Informational

Draft Motion: None requested

Background: Enclosed is the Chairman's response to the draft report by the Attorney General's office and Professor Ralph E. Townsend, PhD on hauler competition. There will be a discussion on our response by the Chair and staff. In addition, the Chairman is scheduling gubernatorial candidates for meetings with the Board in June and August. The Chair would like input on questions you have, in advance, for each candidate.

Regional Waste Systems, Inc.

Corporate Members

Bridgton
Cape Elizabeth
Casco
Cumberland
Falmouth
Freeport
Gorham
Gray
Harrison
Hollis
Limington
Lyman
North Yarmouth
Ogunquit
Portland
Pownal
Scarborough
South Portland
Waterboro
Windham
Yarmouth

Norman E. Justice, Jr.
Chairman

Charles E. Foshay
General Manager

May 8, 2002

To: Chairman and Members of the Executive Committee

From: Charles E. Foshay

Subject: Meeting Agenda

Associate Members

Baldwin
Hiram
Naples
Parsonsfeld
Porter
Standish

The Chairman has scheduled a meeting of the Executive Committee for Thursday May 16, 2002, at 6PM. The meeting will be held in the Directors Room located on the third floor in the Waste to Energy Plant, 64 Blueberry Road, Portland.

Please find enclosed materials related to the following agenda item.

1. State Planning Office Grant

Draft Motion: The RWS Executive Committee authorizes acceptance of a 50% Grant in the amount of \$23,555.53 from the State Planning Office for the purchase and installation of an eddy current separator on the recycling commingled container line.

Discussion:

1. Summary - The State Planning Office (SPO) has offered RWS a 50% grant in the amount of \$23,555.53 to be invoiced to the SPO before May 31, 2002 for purchase and installation of an eddy current separator on the recycling commingled container line. Based on discussions with SPO staff, we propose to take actions needed to secure the State grant before the end of May, or before any new deadline that may result from the Governor's order, and continue to develop a more cost effective structure for installation of the unit. That would allow the SPO to encumber the

64 Blueberry Road
Portland, Maine 04102
Tel: 207-773-6465
Fax: 207-773-8296
www.regionalwaste.org



\$23,555.53. Commitment to contractors for installation and wiring would await the results of ongoing negotiated agreements when they are satisfactorily completed. For budget purposes, this project is currently carried at \$50,000 (less the State grant) to be charged to RWS bond funds.

2. Effect of State Fiscal Crisis - Because we are concerned about the effect of the current fiscal crisis in State Government, staff had a conversation with George MacDonald, Waste Management and Recycling Program Manager, on May 8, 2002. He said that the Governor's Executive Order freezing expenditures may impact this date, but will not change the SPO's ability to commit the money. Since this is bond money, the purpose for which the money can be spent is not going to change in response to the current state fiscal crisis. Staff will have a more definitive statement on all this from the State Planning Office by the Executive Committee's meeting.
3. What is an Eddy Current Separator and Why Would RWS Want One - An eddy current separator is a magnetic device for separating aluminum from mixed materials. It works by generating a rapidly oscillating magnetic field through which the aluminum travels. That eddy current magnetic field induces an electrical current in the aluminum, which current generates its own magnetic field. The eddy current magnetic field repels the induced magnetic field in the aluminum, repelling the aluminum. In practice, the aluminum is propelled about three feet off the eddy current separator. There are two advantages to this: (a) aluminum recovery is enhanced over that achieved by hand, and (b) the eddy current separator replaces a man on the commingled container sorting line – the most labor intensive aspect of our sorting process. This is attractive because it would enhance current aluminum recovery an estimated 25% to 50% by getting all the small stuff (based on similar facilities in New Hampshire). Revenues for aluminum sales currently average about \$17,000/year. It would also reduce the need to hire additional sorters to cope with expected increases in recycling next year. With the grant, the expected payback on this equipment is less than a year.
4. Eddy Current Separator Cost - RWS solicited pricing for eddy current separators from September through December, 2000. The low price was offered by BSE Recycling Works, Hampstead, NH, of \$28,500 for a 10" rare earth magnetic separator multiple pole rotating magnet with a 7 ½ HP drive, 1 HP conveyor drive motor, 24" x 8' conveyor, full conveyor enclosure, diverter

discharge chute, and electrical controls. BSE updated that quote at \$29,950. RWS has made no commitment, although we have asked for alternate pricing to include installation too.

5. Additional Cost - This unit would be mounted on the discharge end of the crusher, requiring a transition chute to the eddy current conveyor, changing the current foundation to increase the crusher height, installing steel supports for the eddy current unit, and installing the unit itself. The crusher should also have a roof installed. Windblown litter and the space required for the current concrete block trash area strongly favor a compactor unit for the adjacent trash discharge. Both changes should be concurrent with changes to the crusher. RWS has sought lump sum bids for this work, but we would not recommend any that we have received so far. Staff requests that consideration of this aspect of the work be held pending completion of price proposals. In addition to considering installation by the distributor, staff is negotiating with small contractors for lump sum prices or time and materials prices with a cost not to exceed on tasks each could perform.

60-23-02
17

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

COMMISSIONERS' MEETING

MINUTES

April 22, 2002

The Board of Cumberland County Commissioners, Gary E. Plummer, Esther B. Clenott, and Richard J. Feeney, convened a meeting in Courtroom 1 on the above date.

Chairperson Plummer called the meeting to order at 7:00 PM and the following business was conducted.

Minutes of the regular meeting of April 8 and special meetings of April 8 and 16, 2002 approved as written.

Chairperson Plummer reported that a Strategic Planning meeting was scheduled for Tuesday, April 23; a Civic Center Public Hearing was scheduled for Wednesday, April 24; and the Civic Center's 25th Anniversary Celebration was scheduled for Thursday, April 25.

02-27 Approval, Revenue Source for Laptop Computers via Accident Reports, CCSO

Chairperson Plummer reported that this item had been tabled at the March 11 meeting, and a workshop has not yet been held to discuss the issue with the Sheriff. The item remained tabled.

02-39 Acceptance of Audit Report for FY2001

Peter Crichton, County Manager, reported that a workshop had been held a few weeks ago with Ron Smith of RHR Smith & Company, to review a draft of the FY2001 audit.

Mr. Smith reviewed the overall financial condition of the County, noting that as of December 31, 2001 the County had \$3.1 million in surplus, \$1.1 million of which is designated for specific purposes. This leaves \$2 million in undesignated surplus, which is below the 15% allowed by the new state law. He expressed his concerns regarding the steadily declining non-property tax revenues, and predicted a challenge in dealing with a continuing decline for the next three years unless other alternatives like increased state funding for the jail are successful. He noted that Cumberland County would most likely be the first county in Maine to achieve the new federal GSAB #34 standards by December, 2002.

Motion by Commissioner Feeney to accept the FY2001 Audit as presented. Second by Commissioner Clenott, so voted.

02-40 Authorization, Watershed Collaboration Agreement, EMA

Mr. Crichton reported that the proposed collaborative agreement with Cumberland County Soil & Water Conservation District was another good example of collaboration between the County, other municipalities, and agencies. He concurred with the recommendation to approve the agreement.

George Flaherty, Director of the Cumberland County Emergency Management Agency, and Betty McInnes, Director of the Cumberland County Soil & Water Conservation District, reviewed the agreement to join forces and establish a watershed collaborative of the local municipalities of the Presumpscot River-Casco Bay Estuary watershed. The project would include South Portland, Portland, Westbrook, Falmouth, Gorham, Windham, USM, and the Casco Bay Estuary. Funding of \$67,915 would be provided as follows: \$26,400 from US Environmental Protection Agency; \$19,000 from EMA; \$15,107 from FEMA; and \$7,408 from Casco Bay Estuary. Mr. Flaherty noted that the County's share of \$19,000 is already included in the FY2002 budget, and that this project was another step in ongoing efforts to coordinate storm and floodwater mitigation. He noted that FEMA will now require that all storm and flood hazard mitigation projects submitted for federal funding must be part of a comprehensive master plan, and the plan must be in place by 2003.

Motion by Commissioner Clenott to authorize the Chairperson to sign the letter of agreement between EMA and the CCSWCD to establish a watershed collaborative. Second by Commissioner Feeney, so voted.

02-41 Authorization, Purchase of Inventory Control Software

Mr. Crichton reported that the Facilities Manager and the Finance Manager have both recommended that due to the new government standard, GSAB #34, the County should begin the process of tracking facilities inventory. The requirement for an organization our size is implementation by 2003. He concurred with the recommendation to purchase software that would meet the GSAB #34 requirements, with funding to come from the contingency account.

Bruce Tarbox, Facilities Manager, reviewed the software to be purchased from Applied Computer Technologies at a cost of \$10,995. He noted that the Facilities department currently tracks work orders, repairs, vehicles, etc. with an existing software package called ACT 1000. The system sets up locations of buildings through pathways, all the way down to room level. This is important for tracking assets assigned to each location. The purchase would be for a new module to be added in order to add asset-tracking capability that would include purchase date, price, make and model, current value and replacement cost of each piece of equipment. This would be valuable for boilers, roof

systems, HVAC systems, chillers, door control systems, generators, and all other equipment throughout every facility.

Chairperson Plummer stated that although it was a good move to purchase the software, he was concerned with funding it from the contingency account, which is for emergency situations. He felt that this should have been included in the FY2002 budget. Commissioner Feeney agreed that it did not meet the requirements of an emergency. Commissioner Clenott expressed her frustration that if the lawsuit by the City of Portland had not frozen the space needs and technology accounts, this item would have been funded from the technology account, therefore she considered this an emergency situation. She noted that a workshop had been held earlier on this project, and that the Facilities Manager has arranged for college students to do the data entry over the summer months.

Motion by Commissioner Clenott to authorize the purchase of the software from ACT, in the amount of \$10,995 to be funded from the contingency account. -- Second by Commissioner Feeney, motion defeated with two nays, one aye from Commissioner Clenott.

02-42 Authorization, Infill Beneath Stairway for Office Space

Chairperson Plummer reported that office space for two County employees that has been on loan for the last 3 years from the State Court System is now needed by the Chief Justice for new State employees. Available open space to put in offices is very limited, and the proposal is to put two offices beneath the center stairway on the ground level in the old section of the courthouse.

Mr. Tarbox reviewed the report and plan prepared by Allied Engineering Inc. to construct two offices beneath the stairway. He stated that keeping the stairwell design as it is and meeting all codes would be a challenge, but he felt that it could be built. He would obtain the necessary permits from the City of Portland and obtain bids for the project, which had a cost estimate of \$26,000. Vic Labrecque, Finance Manager, reviewed the two sources of funding for this project: transfer \$12,000 of the \$18,080 in the CIP Supreme Court Renovations account, and \$14,000 of the \$27,000 in the Facilities Building and Structure Repair account. He noted that the Chief Justice agreed to this transfer. Commissioner Feeney initiated discussion on possible use of the Deeds and District Attorney staff break rooms. Commissioner Clenott noted that this would have been funded by the space needs account if the City of Portland's lawsuit had not frozen the space needs account. Mr. Crichton concurred with the recommendation to proceed with this project.

Motion by Commissioner Clenott to transfer the funds as stipulated and authorize the expense of up to \$26,000 to infill the space beneath the center stairway for office space. Second by Commissioner Feeney, so voted.

02-43 Contract, Police Services, SAD #6

Chief Deputy Richard Gagliano reviewed the contract renewal with SAD #6 effective September 1, in the amount of \$31,434.75. Chairperson Plummer clarified that the contract contained the required administrative fees. Mr. Crichton concurred with the recommendation to approve the contract.

Motion by Commissioner Feeney to authorize the Chairperson to sign the SAD #6 contract for police services in the amount of \$31,434.75. Second by Commissioner Clenott, so voted.

02-44 Approval, OUI Enforcement Grant Application, CCSO

Chief Deputy Gagliano reviewed the request to apply for the Bureau of Highway Safety OUI Enforcement Grant with a maximum award of \$5,000 with no fiscal impact on the County. During the discussion, the Commissioner Clenott noted that the report stated that the CCSO must submit an application by April 19 and today was April 22. Genie Beaulieu, CCSO Business Manager, responded that the Sheriff's Office had already applied, and had been granted the funds. This was a continuation of an ongoing grant, and apologized for the delay in bringing it before the Commissioners. Chairperson Plummer noted that the CCSO had been successfully involved in this program for several years. Commissioner Clenott requested a more extensive report be forwarded to the Commissioners, and they were to be timelier in bringing application requests before the Commissioners.

Motion by Commissioner Clenott to approve the CCSO application for the OUI grant, and accept the funds awarded. Second by Commissioner Feeney, so voted.

02-45 Approval, Departmental Budget Changes to Fund Patrol

Overtime

Chairperson Plummer stated that this was an issue that should have been paid more attention by the Budget Advisory Committee, the Commissioners, and an earlier appeal by the Sheriff's staff should have been made during the FY2002 budget process to ensure sufficient funds for overtime. He noted that a workshop had recently been held with the Sheriff, BAC, and Commissioners regarding patrol overtime. Historically, the overtime budget has been budgeted at \$130,000 while actual expenditures have exceeded \$200,000 each year with the exception of FY2000.

Mr. Crichton reported that the Finance Manager has recommended a viable solution to the patrol overtime funding gap, which he concurred with. First, reduce the vehicle account by the cost of two new cruisers by moving \$44,000 from the CIP to the patrol overtime account. The cruisers can be purchased through the use of the County's undesignated surplus funds. Second, the

health insurance reimbursement program will yield in excess of \$30,000 in health insurance premium savings from the jail budget. Reduce the jail health insurance budget by \$30,000 and move the funds into the patrol overtime account. This would transfer \$74,000 into the account for a total of \$204,000.

Motion by Commissioner Feeney to approve the transfer of \$44,000 in CIP funds and \$30,000 from the health insurance reimbursement account to the patrol overtime account as recommended, and the use of \$44,000 from undesignated surplus to purchase two vehicles for the Sheriff's Department. Second by Commissioner Clenott, so voted.

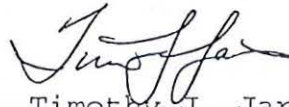
02-46 Tax Appeal Request, Cotter, Property in Harpswell

Chairperson Plummer reported that a tax appeal request had been received from William Cotter, property in Harpswell.

Motion by Commissioner Clenott to place the appeal on file, and forward the appropriate forms to the petitioner. Second by Commissioner Feeney, so voted.

No further business conducted; motion to adjourn at 8:03 PM.

ATTEST:



Timothy J. Jarvis
Deputy Clerk

Next regular meeting: Monday, April 22, 2002 at 7:00 PM.