

AGENDA

ITEM

7.b.

Program Study

For

Kennebec County, Maine

New Minimum Security Residential Facility

October 15, 2007

SMRT, Inc.
144 Fore Street
Portland, ME 04101



ARCHITECTURE
ENGINEERING
PLANNING

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ACKNOWLEDGEMENTS

This program study is the result of the collaborative efforts of many interested parties. SMRT acknowledges the efforts of Kennebec County Government, The Kennebec County Sheriff and Correctional Staff, interested agencies and citizens to successfully develop a new minimum security residential facility to provide relief to continuing overcrowding problems in the Kennebec County Jail. This program study is the first step in this process and describes the overall requirements for the project.

The following people participated in the development of this study.

Kennebec County Commissioners and Administration

Commissioner Wesley Kieltyka – District 1
Commissioner Nancy G. Rines – District 2
Commissioner George M. Jabar III – District 3
Robert G. Devlin, County Administrator
Terry A. York, Assistant County Administrator
Evert Fowle, Kennebec County District Attorney

Kennebec County Sheriff's Department

Sheriff Randall Liberty
Chief Deputy Everett B. Flannery, Jr.
Captain Richard Wurple, Corrections Administrator
Lieutenant Marsha Page, Assistant Jail Administrator
Erica Patterson, Kennebec County Jail Programs Director
Cory Alexander, Jail Maintenance Administrator
Yvette Ingalis, Kennebec County Jail
Karen Heavey, Kennebec County Jail
Tom Reuwer, Kennebec County Jail

Program Committee

Patsy Crockett, Representative – District 57
Mike Byron, Augusta City Council
Charles Rumsey, Waterville Police Department
Joe Massey, Waterville Police Department
Henry Beck, Waterville City Council
Jerry Nault, Kenton Co. Budget Committee
Elizabeth Simoni, Maine Pretrial Services
Mary Barnes, Augusta Adult Education
Karen Heavey, Integrated Health
Bob Kingman, Crisis in Counseling

EXECUTIVE SUMMARY

- The Minimum Security Residential Facility will be designed to house 60 males and 30 females. The female housing unit will be expandable in the future to a total of 60, requiring an addition to the female housing unit. All support facilities are programmed for a total population of 120.
- All inmates must be classified as minimum security and sentenced, subject to profile requirements. The primary focus of this facility will be on inmate programs designed to change offender behavior through education, job training, substance abuse counseling and life skills training. In addition, work release and community service work programs will be offered.
- Kennebec County will be responsible for providing all services required for the facility including transportation, medical, food service and laundry. Services will be provided either with a contract service provider or self-performed. The space program outlines appropriate space requirements for each service.
- The development process for the project is defined as a design-build-leaseback. The developer will be responsible for providing a buildable site that meets all site requirements and will be responsible for meeting all codes and regulatory requirements, including DEP permits. The developer will also be responsible for local approval of the project before the planning board. Planning board approval can not be sought until the county and the developer have an executed agreement. In the development of this report, it was agreed that the RFP may have to incorporate language that may release a developer in the event that planning approval can not be obtained for the project site that the developer controls. The developer must team with a contractor. As defined in the RFP, SMRT will be included on the developer's team as the architect and engineer.
- Lease terms and conditions will be developed by the Kennebec County Budget Committee and included in the RFP. It is envisioned that the initial lease term will be 15 to 20 years, after which ownership of the project will be transferred to the County. Buy out provisions may be included. The lease should also address how expansion of the female housing unit will be negotiated should expansion be necessary. — taxable property only during lease term
- Responsibility for maintenance and replacement of major systems or components should be carefully thought out and included in the RFP. The County will be responsible for all normal maintenance of the grounds, driveways and parking, and normal maintenance and cleaning of the building. The RFP will address responsibility for maintaining and repairing or replacing major building systems and equipment.
- The program defines a facility of 22,429 gross square feet. The Minimum Security Residential Facility should be designed and built to meet institutional construction standards. The construction standards do not preclude renovation of an existing building. For either new construction or renovation, a single floor facility is required. For new construction, the building may be a pre-engineered structure or conventionally framed. The building must be capable of future expansion to increase the capacity of the female unit from 30 to 60 inmates. All of the support facilities defined in the space program, including the female toilet room and shower rooms have been sized to accommodate the expansion.

- Minimum construction and durability standards are defined in the program study.
- The proposed site should be accessible to I-95 or other routes providing convenient access to the Kennebec County Jail located at 115 State Street in Augusta, Maine. The proposed site must be located wholly within Kennebec County.
- The proposed site must be located in a non-residential area and shall be compatible with adjoining uses. The Developer is responsible for obtaining zoning and/or planning board approval for the project after project award and execution of the lease agreement.
- The proposed site shall be a minimum of 20 acres in area and should allow the proposed facility to be set back from all property lines. Screening from adjoining roads and property lines is desirable. A minimum of two acres adjoining the facility location shall be tillable and capable of supporting a large vegetable garden to supplement the produce needs of the Kennebec County Correctional System. Additional site requirements may be included in the RFP.
- The proposed site shall have water, sanitary and electrical service available at the property line. The site shall be suitable for development and construction, and capable of receiving permit approval from the Maine Department of Environmental Protection. The Developer is responsible for any wetlands mitigation that may be required. The Developer is responsible for all development and building permits.

720 acre
- lot
area *



public
water & sewer
connection
and
capacity

STATEMENT OF NEED

Capacity

The Minimum Security Residential Facility will be designed to house 60 males and 30 females. The female housing unit will be expandable in the future to a total of 60, requiring an addition to the female housing unit. All support facilities are programmed for a total population of 120.

All inmates must be classified as minimum security and sentenced. Inmates that could benefit from programs offered through this facility appear to have the following profile:

- No acts of violence within the past 6 months
- No escapes or attempted escapes from Kennebec Co. Jail or other jurisdictions within the past 10 years
- Less than 364 day sentence (average length of stay overall is 15 days)
- No current or prior sex offences
- No felony convictions
- No history of domestic violence
- No guilty findings on serious disciplinary infractions
- No detainees (DNR) filed by other counties or states

In addition to resident programs, work release and community service work programs will be offered. Currently the jail provides three teams of community service workers consisting of 5 females, 5 males and 8 males. Jail staff feels the number of community service workers will be constant in the immediate future and meets the demand for services.

Services

Kennebec County will be responsible for providing all services required for the facility including transportation, medical, food service and laundry. Services will be provided either with a contract service provider or self-performed. The space program outlines appropriate space requirements for each service.

Changes in Classification System

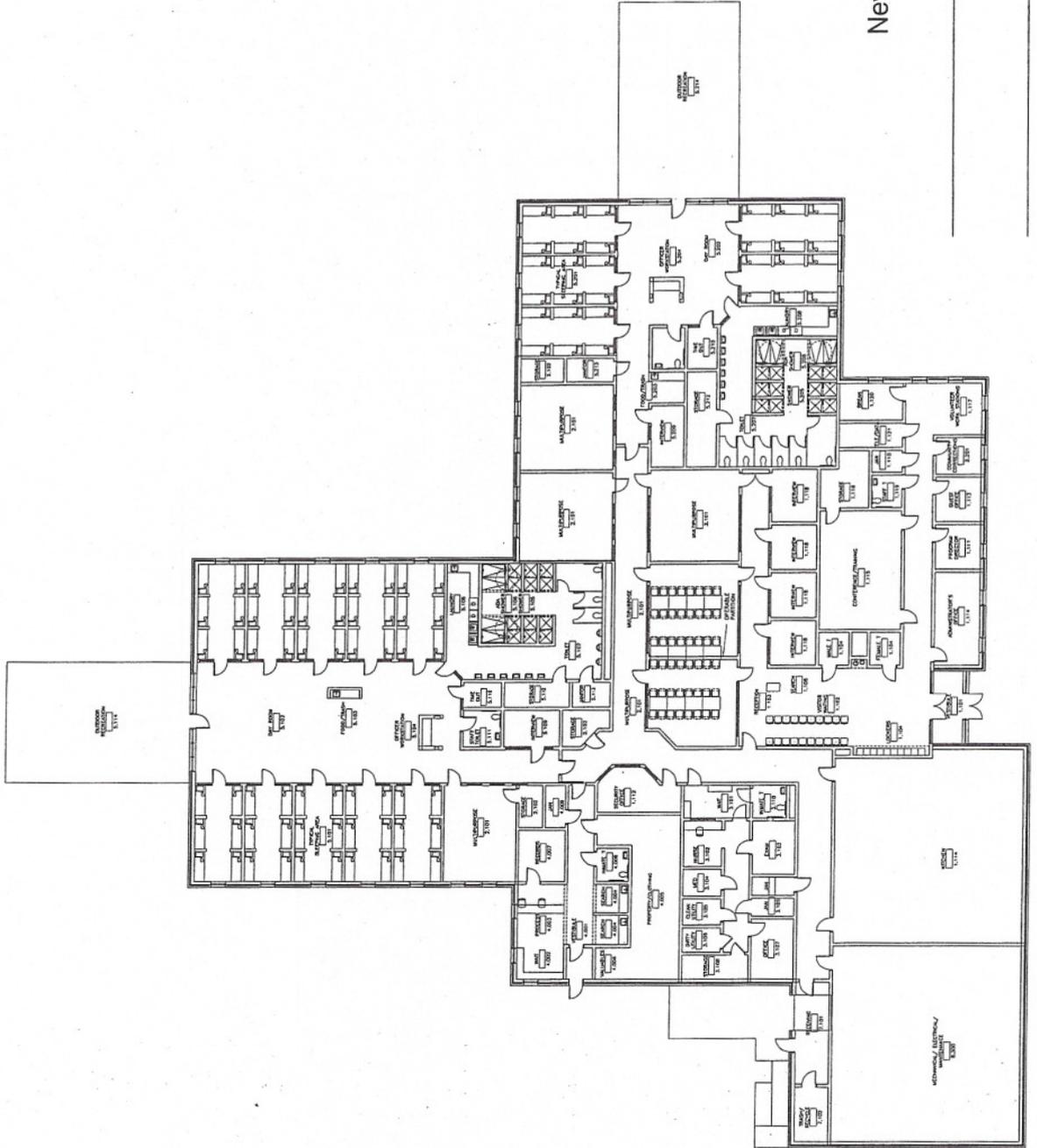
Kennebec County is changing classification systems to LSI (Level of Service Inventory). The Maine Department of Corrections adopted this system in 2000. Kennebec County will be the first county in Maine to adopt it. Jail staff was trained in early August, 2007 and are in the process of defining the phase-in process from this point forward.

The projected capacity was based on "snapshots" of the existing jail population using the old classification system. Capacity projections may be revised as the new classification system is phased in and the classification mix in the current jail is tracked over time. The LSI system is included in the program study as an appendix.

Mission Statement, Inmate Typology and Programming

The following sections of this report were produced by the Kennebec County Sheriff's Department during the program study process.

1.5m estimated annual
operating
Budget



New Minimum Security Residential Facility

Kennebec County, Maine

Preliminary Floor Plan

November 6, 2007

BUDGET ADDENDUM A

COMMUNITY HOUSING PROJECT

COUNTY OF KENNEBEC
FISCAL YEAR 2007

LINE ITEM BUDGET JUSTIFICATION

# DEPARTMENT: Community Housing Project		ACTIVITY CENTER:					
ACCT. #	ACCOUNT DESCRIPTION	2008 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/COMM. RECOMM.	BUDGET COMMITTEE	2008 DRAFT	2008 ADOPTED
	PERSONNEL						
3000	Wages & Salaries (FT)	\$394,428.00	Wages for (10) Corrections Officers, (2) Sgts., (2) Cooks				
4000	Wages & Salaries (PT)						
3150	Holiday Pay	\$18,324.00					
3204	Overtime	\$57,608.00					
3152	Sick buy back	\$6,717.00					
	Total Personnel Services	\$477,077.00					
	OPERATIONS & MAINTENANCE						
4045	Medical, Surgical, Dental	\$100,000.00	Inmate hospital stays; ambulance services; physician appts.; dental services; and pharmaceuticals/medical supplies				
4075	Medical Services Contracts	\$208,462.00	Inmate in-house medical and mental health service contracts				
4205	Gas, oil, grease	\$4,000.00	Fuel and oil for vehicles				
4210	Vehicle Repair	\$2,000.00	Repairs to vehicles				
4305	Utility-Electric	\$15,000.00					
4306	Utility - Propane	\$8,000.00					
4310	Utility-Sewage	\$4,000.00					

DEPARTMENT: Community Housing Project

ACTIVITY CENTER:

ACCT. #	ACCOUNT DESCRIPTION	2008 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/COMM.. RECOMM.	BUDGET COMMITTEE	2008 DRAFT	2008 ADOPTED
4311	Utility-Water	\$4,000.00					
4315	Telephone & Communications	\$3,600.00					
4415	Equipment Leases	\$356,000.00	Building Equipment				
4610	Building Maintenance	\$10,000.00	Plowing Trash	\$1,000 \$4,000			
4615	Repairs Electrical	\$1,000.00					
4630	Repairs Equipment	\$1,000.00					
4635	Repairs Maint-Heating/Air	\$1,000.00					
4640	Repairs Maint-Painting	\$1,000.00					
4645	Repairs Maint -Plumbing	\$1,000.00					
4665	Leases & Service Agreements Telephone & Communications	10,000.00	Yearly maintenance contract to include: Fire Extinguishers Modern Pest Control Fire Alarm Services				
4820	Dues	\$500.00					
4835	Postage	\$500.00					
4840	Printing & Engraving	\$1,000.00					
4930	Registration Fees	\$400.00	DHHS License fees - kitchen, State ground water clean up fees				

# DEPARTMENT: Community Housing Project		ACTIVITY CENTER:					
ACCT. #	ACCOUNT DESCRIPTION	2008 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/COMM. RECOMM.	BUDGET COMMITTEE	2008 DRAFT	2008 ADOPTED
4940	Training, Education & Seminars	\$2,000.00	Training courses; seminars; conferences fees for Maine Criminal Justice Academy; videos; materials; instructor fees				
5104	Food	\$185,000.00	Purchase of food				
5205	Fuel Oil	\$100,000.00					
5315	Supplies -Kitchen/Cleaning/Institute	\$35,000.00	Janitorial and kitchen supplies				
5330	Supplies - Medical	\$1,000.00					
5335	Supplies - Office	\$2,500.00	Administrative supplies I.e. print cartridges, print paper, etc.				
5405	Clothing/Uniforms	\$5,000.00	Uniform cost increase				
5505	Subscriptions	\$500.00	Periodicals				
	TOTAL O&M	\$1,063,462.00					\$0.00
	CAPITAL OUTLAY						
	TOTAL CAPITAL OUTLAY	\$0.00					
	TOTAL COMMUNITY HOUSING	\$1,540,539.00					\$0.00



Office of the Sheriff
Kennebec County, Maine

Randall A. Liberty, Sheriff

Everett B. Flannery Jr., Chief Deputy

Captain John H. Perkins
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Captain Richard E. Wurple
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Kennebec County Correctional Facility Programming

The implementation of programs within our current facility and the Community Correctional Facility will be based upon an effective classification system. Once an individual is inducted into our facility, that person will undergo a detailed intake screening. This in turn will determine the inmates' proper classification and program requirements.

Stage 1

- Inmate is screened using the LSI-R assessment tool.
- Criminal background is done.
- Inmates Classification status is decided.

Stage 2

- All inmates will be provided with primary programming; Substance Abuse, Education, Job Skills, Anger Management, Accountability and Cognitive Thinking skills.
- An inmate must meet expectations of their assigned program(s) to receive additional privileges and consideration to a minimum security facility.
- Once an inmate has acted in accordance with their "core" program(s), they will be selected to attend an intensive program (6 to 8 week) either within the current facility or advance to the Community Correctional facility.

Stage 3 (2 to 6 weeks prior to release)

- An individual reentry contract will be completed prior to an inmate's release.
- Vocational and/or educational training plan is made.
- Resource planning; Mental Health Agencies, Social Security, DHHS and Career Center.
- Inmates that are eligible may attend college classes, outpatient treatment and job placement programs outside of the facility at this stage.

Programs:

<u>KCCF</u>	<u>Community Correctional Facility</u>
Basic Drug and Alcohol Education	Same
AA	Same
Adult Basic Education	Same

KCCF

Community Correctional Facility

GED Preparation and Testing
College Classes
Anger Management
Domestic Violence Education
Transition to Community
Parenting
Thinking for changes
Spiritual Programs
Pre-employment Training Program

Same
Vocational Training
Life Management
Same
Same
Family Programs
Same
Same
Job Placement

'First to Serve ~ 1799'



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Mission Statement

It is our vision as a Community Correctional Facility to change offender behavior through education, job training, life skills and inmate accountability with the use of the evidence-based and best practices model. The facility will promote public safety with the use of assessment tools, offender supervision and treatment options while working closely with the community and other justice agencies.

"First to Serve ~ 1799"

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Kennebec County Correctional Facility plans to introduce a new system of classification within our facility. The instrument that will be used for inmate assessment is the Level of Service-Revised (LSI-R) a structured risk/needs assessment tool used to identify the level of care and service for our growing population.

The process of classification is for every inmate upon committal into our facility to be screened within 15 days and evaluated periodically (90 days) until discharged. Inmate classification is based on factors that determine and assign the appropriate custody and security levels that in turn will allow the inmate to undergo program placement based on their needs.

-Erica Patterson
Programs Director

Kennebec County Sheriff's Office

Community Correctional Facility

Submitted By

Erica Patterson, Programs Director

The vision for Kennebec County Correctional Facility Community Corrections Facility is modeled after the National Institute of Corrections Transitional from Prison to Community (TPC). The TPC model "*encourages strategic system changes to reduce recidivism and future victimization, to enhance public safety, and to improve the lives of communities, victims, and offenders*".

The TPC model is made up of 9 crucial components that allow success for the facility and the inmate:

1. **Mobilized Interdisciplinary, Collaborative Leadership Teams:** One of the more important factors in developing programs for inmates is to have the support, collaboration of the community, various social service agencies and neighboring corrections agencies.
2. **Engage in a Rational Planning Process:** To carefully define goals, develop a clear understanding of reentry offender populations and their rates of recidivism, and review existing policies, procedures, and resources for reentry.
3. **Integrate Stages of Offenders' Processing:** Through the justice/corrections system (beginning at commitment to the facility and continuing through assessment, programming, preparation for release, release, and supervision in the community), resulting in a carefully planned process with close communication and collaboration among jail officials, programs department and post-jail supervision staff.
4. **Involve Non-Correctional Stakeholders:** (Public, private and community agencies) who can provide services and support as reentry efforts are planned and implemented.
5. **Assure That Transitioning Offender is Provided Basic Survival Resources:** Such as identification documents, housing, appropriate medications, linkages to community services and informal networks of support before, during, and after they are released from jail.
6. **Implement Valid Offender Assessments:** At various stages of the offender's movement through the system.
7. **Target Effective Interventions:** Based on good research, to address the offenders' risk and criminogenic needs identified by assessments.

8. **Expand The Traditional Roles of Correctional Staff:** Beyond custody, security, accountability, and monitoring to include an integrated approach to offender management that engages offenders in the process of change.
9. **Develop the Capacity to Measure Change:** Toward specific outcomes and track information that can be used for planning future improvements.

In 2002 the state of Missouri was one of the first states to embrace the National Institute of Corrections Transition from Prison to Community Model. Through the steps laid out by NIC in September of 2005 the Missouri Department of Corrections was asked to speak with other states to discuss the planning and success of their Transitional Housing Units (THU) and Missouri Reentry Process (MRP) that has become one of the ideal models in corrections today.

A **Transitional Housing Unit (THU)** allows for an offender to work on goals outlined in their Transitional Accountability Plan (TAP) that is utilized through the assessment tools that are implemented upon committal to the facility. Programming offered in the THU includes but is not limited to:

1. **Employability Skills/Life Skills**
2. **Cognitive Skills Training**
3. **Parenting Classes**
4. **Substance Abuse Education**

Throughout the period of incarceration in the THU, the offender, their families, staff and community resources work together to address past issues and to ensure the offender continues to work toward achieving their goals in preparation for release. As the offender successfully completes a goal, the plan is modified.

This maybe accomplish by:

1. Mental health service providers completing a formal mental health discharge plan.
2. Establishing linkage to the division of workforce development for services to offenders prior to release.
3. Develop a targeted educational effort for prospective employers to demonstrate the benefits of hiring offenders following release.
4. Provide offenders with state identification cards, birth certificates and social security cards upon release.
5. Provide employability skills/life skills (ES/LS) programs

6. Vocational training through Augusta Adult Ed Certification Programs: Customer Service Certificate Program, Office Skills Certificate Program and the Certified Nurses Assistant/ Medical-Technician Course.
7. Family Resources: Building Strong Families (BFS) is evidence and strength based program developed by the University of Missouri Extension to help families identify and build strengths, face their challenges, and make informed choices.
8. Implement a therapeutic child and offender visitation program: Improving the offender and family dynamics, values and the importance of responsibility. *Studies show that family support while incarcerated and after release to be highly correlated to an offender success once released.*
9. Developing housing options for offenders when they are released, including transitional housing for substance abusers who are not "safe" on their own.
10. Establish a means for offenders to reapply for SSI, Food Stamps, TANF and Maine Care prior to release.
11. Create a comprehensive, web-based resource guide of services and resources available to transitioning offenders, their families.

By using the Transitional Accountability Plan (TAP) it holds offenders accountable for their actions, provides offenders with the tools necessary to identify and address liabilities that contribute to criminality. In turn provides the various tools that will allow the programs within the facility and the use of community resources to support their goals during incarceration and allow us to measure the outcomes once they have been released.

Resources: Missouri Reentry Process <http://www.doc.mo.gov/reentryMRPSandU.htm>
Maine Adult Education <http://studentorgs.umf.maine.edu/~rehab/Services.htm>
National institute of Corrections <http://nicic.org/TPCIModel>

Kennebec County Sheriff's Office Community Correctional Facility Inmate Typology

Typology: literally means the study of types, a classification of things according to their characteristics.-Wikipedia

Minimum classified inmate poses the least safety and security risk to the facility, and the community. Each offender is categorized by behavioral and psychological dimensions that determine their level of risk based upon the Level of Service Instrument Revised (LSI-R) score of 0 to 20.

Minimum Classification Criteria:

- ✓ No inmate will be assigned to minimum custody if they have a current or prior conviction of a sex offense.
- ✓ Inmates can have no pattern of arrests for sex offenses or sexual misconduct.
- ✓ No acts of serious violence within the last 6 months.
- ✓ No escape attempts from an institution and/or facility.
- ✓ No escape or attempted escape from another jurisdiction during the previous 10 years.
- ✓ May not have any guilty findings on a serious disciplinary infraction.
- ✓ Inmates cannot be assigned minimum custody when a detainer (DNR) has been lodged against them by another county or state.

The intended purpose of the LSI-R within our classification system is to isolate the criminal drivers while keeping in mind the actuarial risk. Criminal drivers refer to the people, places, or things that affect an individual's involvement in criminal behavior. In determining actuarial risk, we measure behaviors that predict negative outcomes through background checks and motivational interviewing. The actuarial risk generally refers to demographic or historical factors (past behaviors) that affect the trajectory of an individual. This concept is similar to that used in assessing risk factors for health insurance (e.g. family history, age of onset of a disorder, number of occurrences, etc.) or car insurance (e.g. prior driving history, speeding violations, etc.).

DEVELOPMENT PROCESS

The development process for the project is defined as a design-build-leaseback.. The developer will be responsible for providing a buildable site that meets all site requirements and will be responsible for meeting all codes and regulatory requirements, including DEP permits. The developer will also be responsible for local approval of the project before the planning board. Planning board approval can not be sought until the county and the developer have an executed agreement. In the development of this report, it was agreed that the RFP may have to incorporate language that may release a developer in the event that planning approval can not be obtained for the project site that the developer controls. The developer must team with a contractor. As defined in the RFP, SMRT will be included on the developer's team as the architect and engineer.

Lease terms and conditions will be developed by the Kennebec County Budget Committee and included in the RFP. It is envisioned that the initial lease term will be 15 to 20 years, after which ownership of the project will be transferred to the County. Buy out provisions may be included. The lease should also address how expansion of the female housing unit will be negotiated should expansion be necessary.

Responsibility for maintenance and replacement of major systems or components should be carefully thought out and included in the RFP. The County should be responsible for all normal maintenance of the grounds, driveways and parking, and normal maintenance and cleaning of the building. The RFP should address responsibility for maintaining and repairing or replacing major building systems including:

- Roofing
- HVAC and hot water systems
- Emergency generator and related systems

SMRT's Role in Project Development

Due to the unique requirements of a minimum security residential facility, the RFP will require that developer include SMRT on his team as the design architect and engineer for the project.

Schedule

The Kennebec County Department of Corrections has been consistently operating over its rated capacity and has sought an extension of its current variance with the Maine Department of Corrections. The need for this facility is urgent; not only to relieve overcrowding in the Kennebec County Jail but to provide appropriate treatment programs for the systems qualified minimum security male and female inmates.

The Developer will be required to submit a fast tracked schedule to deliver the complete facility to Kennebec County within the shortest possible time frame.

SITE REQUIREMENTS

Site Location

The proposed site should be accessible to I-95 or other routes providing convenient access to the Kennebec County Jail located at 115 State Street in Augusta, Maine. The proposed site must be located wholly within Kennebec County.

Zoning

The proposed site must be located in a non-residential area and shall be compatible with adjoining uses. The Developer is responsible for obtaining zoning and/or planning board approval for the project after project award and execution of the lease agreement.

Minimum Site Requirements

The proposed site shall be a minimum of 20 acres in area and should allow the proposed facility to be set back from all property lines. Screening from adjoining roads and property lines is desirable. A minimum of two acres adjoining the facility location shall be tillable and capable of supporting a large vegetable garden to supplement the produce needs of the Kennebec County Correctional System.

The proposed site shall have water, sanitary and electrical service available at the property line. The site shall be suitable for development and construction, and capable of receiving permit approval from the Maine Department of Environmental Protection. The Developer is responsible for any wetlands mitigation that may be required. The Developer is responsible for all development and building permits.

The proposed Minimum Security Residential Facility is not considered a secure facility by Maine Department of Corrections regulations. A security perimeter fence is not required around the facility. As shown on the concept site plan, Kennebec County Corrections requires an 8 ft. high, standard chain link fence with a pedestrian gate to define male and female outdoor recreation areas.

Vehicle Access and Parking

The facility shall be accessible by a single paved driveway, capable of supporting delivery trucks, vans and cars. Provide a single parking lot for 40 cars plus accessible spaces as required. Provide signage indicating 8 spaces are to be reserved for staff and volunteers; the remaining spaces are allocated for visitors, including accessible parking spaces. Provide a delivery service lot and an access driveway for delivery vehicles connected to the primary driveway.

MINIMUM CONSTRUCTION STANDARDS

General Requirements

The Minimum Security Residential Facility should be designed and built to meet institutional construction standards. Nothing in these construction standards precludes renovation of an existing building. For either new construction or renovation, a single floor facility is required. For new construction, the building may be a pre-engineered structure or conventionally framed.

Expansion Capability

The building must be capable of future expansion to increase the capacity of the female unit from 30 to 60 inmates. All of the support facilities defined in the space program, including the female toilet room and shower rooms have been sized to accommodate the expansion.

Durability Standards

The building will be constructed to meet institutional standards for durability, similar to a public school, with additional security requirements. Concrete masonry units are preferred for the interior of the facility; however abuse resistant gypsum wallboard may be utilized in selective areas:

- Lobby and Administrative Offices
- Multipurpose and Training Rooms
- Interview Rooms
- Medical

General Security Requirements

The Minimum Security Residential Facility is not a secure facility per the Maine Department of Corrections Standards. However, as the facility will house sentenced minimum security inmates, basic principals of physical security construction apply. Additionally, minimal electronic security systems will be required including:

Door Access Control: The exterior door to the public entry vestibule will be locked at non-visiting times and will require card access control for entry from the outside. However, the exterior door must allow free exiting at all times. The same functions pertain to exit doors from the dayrooms to outdoor recreation in both housing units, the inmate processing exterior door and all other required exit doors, service and delivery doors.

Security Electronics: A CCTV system with digital recording capability is required to cover the following locations in the facility. Locate the camera control and recording equipment in the Security Office.

- Public Lobby
- Multipurpose Rooms
- Dayrooms
- Outdoor Recreation
- All exterior doors

Security Requirements for Perimeter Wall Construction:

- It is essential for the mission of this facility that the building be designed and constructed

to limit opportunities for the concealment of contraband. All exterior walls shall have a durable surface on the interior face extending to above the ceiling, either CMU or abuse resistant gypsum wallboard. If the building is designed with perimeter columns, the columns must be clad with a durable surface and the cladding must be joined to the exterior wall cladding and extend from the floor to above the ceiling.

- The exterior wall finish may be any finish normally used on commercial buildings and as permitted by the building code for this occupancy. Masonry, metal panels or commercial grade siding are all acceptable materials. An Exposed Insulation Finishing System (EIFS) is not an acceptable material.

Security Requirements for Ceiling Construction:

- All ceilings must be a minimum of 12 ft high throughout the facility. Acoustic lay-in panels may be used in all inmate occupied areas except the kitchen, toilet rooms and showers.
- Where ceilings are less than 12 ft high, abuse resistant gypsum wallboard shall be used.
- The ceiling in the kitchen and inmate toilet rooms shall be epoxy painted moisture resistant gypsum wallboard.
- Ceilings in the male and female shower rooms shall be cement backer board with an EIFS top coating or cement plaster with an epoxy coating.

Doors and Hardware:

- Commercial grade hollow metal or solid core wood doors are required in the interior. Door frames shall be welded hollow metal. Exterior doors shall be galvanized hollow metal and insulated.
- Hardware shall be commercial grade. Lockset and latchsets shall be mortised with commercial cylinders with removable cores. Commercial grade electronic locks are required as noted in the above security section where doors require an access control system.

Windows:

- All glazing should be commercial grade with fixed, thermally broken aluminum frames. Glazing shall be 1 inch insulated units. The inner lite shall be tempered.

Roofing:

- Roofing shall be warranted for 20 years or the maximum lease term, whichever is longer. Roofing shall be commercial grade standing seam metal or asphalt shingles if sloped, or adhered EDPM membrane if low slope.

Floor Finishes:

- Vinyl composition tile with a coved rubber base shall be installed throughout the facility

except where noted otherwise.

- Floors in food service, maintenance, central storage, electrical and mechanical rooms shall be sealed concrete.
- Individual toilet rooms shall have ceramic mosaic tile floors and wainscot to four feet above the floor. Wall surfaces above the wainscot and the ceiling shall be epoxy painted.
- Shower stalls shall have ceramic mosaic tile floors and walls to the ceiling. Provide two floor drains in each stall, one within the shower area and one within the adjacent drying area. Floors shall be sloped to drain in each area.

Food Service Design Requirements:

- The kitchen must be designed and furnished to meet Kennebec County Corrections requirements, and to meet applicable correctional standards. Food service equipment must be supplied with detention packages. Kennebec County may operate the kitchen or may utilize a contract food service operator.

Plumbing Systems:

- Plumbing system and fixtures shall be commercial grade and shall meet governing code requirements.

Mechanical Systems:

- The facility shall be heated and cooled throughout. Both systems shall be designed for redundancy. Design criteria shall be:
 - Inside Temperature Winter: 72 degrees F db.
 Summer: (mechanically cooled areas only): 77 degrees F db.
 - Outside Temperature Winter: -20 degrees F db
 Summer: 84 degrees F db, 68 degrees F wb (ASHRAE 2%)

A direct digital temperature control system (DDC) is required.

Fire Protection:

- The facility shall be fully sprinklered with a complete wet pipe system. Commercial grade recessed sprinkler heads shall be used. Fire protection systems will be fully supervised by the facility fire alarm system.

Electrical Systems:

- A diesel generator is required to provide 100% standby power to this facility.
- All interior lighting fixtures shall be commercial grade and primarily fluorescent.
- All interior device plates for switches and wall outlets shall be stainless steel and installed

with tamper proof detention grade fasteners.

- Provide exterior lighting for the parking lot with metal halide pole mounted fixtures with full cutt off distribution. Provide lighting at each entry and exit from the building.

Fire Alarm System:

- A complete fire alarm system will be required for this facility. Fire alarm initiation and notification devices will be located where required by Code. Integration with the sprinkler system, smoke and fire dampers if required, etc. will e coordinated through the fire alarm system.

Telephone and Data:

- Provide for service entry to the facility, raceway distribution and outlet boxes throughout the facility where required by the Owner. The Owner shall be responsible for installation of the complete telephone and data system.

Cable TV:

- Provide for service entry to the facility, raceway distribution and outlet boxes throughout the facility where required by the Owner. The Owner shall be responsible for installation of the complete Cable TV system.

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Components	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
1.000 PUBLIC LOBBY / ADMINISTRATION / STAFF						
1.100 Public Lobby/Reception						
1.101	Vestibule	4	1	10 /pers.	40	Card Reader for staff access; intercom to Reception Workstation and security office, access to waiting
1.102	Visitor Waiting	20	1	12 /pers.	240	ADA accessible, queuing for visitor registration; tandem seating, token machine for lockers and vending
1.103	Podium Reception Workstation	1	1	60 /area	60	Counter, chair, computer terminal, phone; wall-mounted bulletin boards
1.104	Visitor Lockers	20	1	1.5 /locker	30	ADA accessible; 18" w x 36" l x 18" d double stacked lockers; visible from reception desk
1.105	Metal Detection	1	1	50 /area	50	Hand held metal detection equipment; sized for pat searches; table for personal items; adjacent to reception desk.
1.106	Search Alcove	2	1	40 /area	40	Adjacent to metal detector.
1.107	Public Restrooms	1	2	50 /restroom	100	ADA accessible. Fixtures determined by code.
1.108	Water Cooler Alcove	2	1	5 /wtr coolr	10	2 water coolers, 1 at ADA height.
1.109	Public Telephones	1	1	10 /phone	10	ADA accessible.
1.110	Janitor Closet	-	1	40 /area	40	Slop sink, mop rack, ventilation.
1.111	Program Director	3	1	120 /area	120	Desk, chair, file cabinet, telephone, computer, 2 visitor chairs
1.112	Security Office	3	1	120 /area	120	Desk, chair, file cabinet, telephone, computer, 2 visitor chairs, video monitor
1.113	Guest Office	3	1	120 /area	120	Desk, chair, file cabinet, telephone, computer, 2 visitor chairs
1.114	Administrator's Office	5	1	225 /area	225	Desk, chair, table , 4 visitor chairs, telephone, computer, files
1.115	Conference/Training Room	20	1	20 /pers.	400	Narrow tables, chairs, podium
1.116	Storage		1	50 /area	50	Presentation equipment
1.117	Volunteer Work Stations	1	2	60 /pers.	120	Modular furniture
1.118	Interview Rooms	4	2	25 /pers.	200	Table, 4 chairs, wire for video visitation.
1.119	Staff Restroom	1	1	50 /area	50	ADA accessible. Fixtures determined by code.
1.120	Staff Break Room	2	1	100 /area	100	Table, chairs, sink, counter, microwave, refrigerator and coffee maker
1.121	Telephone/Data Room	1	1	60 /area	60	Provide telephone computer and communication switching racks; workstation with CRT
1.000 Net Square Feet					2,185	
Grossing Factor					1.35	
1.000 Gross Square Feet					2949.75	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Components	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
2.000	PROGRAM SERVICES					
2.100	Program Services					
2.101	Multipurpose Rooms	16	6	20 /person	1,920	Moveable seating, audio/visual equipment, bulletin & whiteboards, cable hook-ups. One MP room accessible to each dayroom. Locate three MP rooms to be easily accessible from the lobby.
2.102	Program Storage	-	2	150 /area	300	For audio/visual equipment, teaching equipment, extra chairs, etc.
Subtotal Net Square Feet					2,220	
Grossing Factor					1.35	
Subtotal Gross Square Feet					2997	
2.200	Community Services					
2.201	Community Corrections Coordinator Office	1	1	80 /wkstn	80	Desk, chair, computer, telephone, 2 visitor chairs; 2 file cabinets
Subtotal Net Square Feet					80	
Grossing Factor					1.25	
Subtotal Gross Square Feet					100	
2.000 Total Interior Net Square Feet					2,300	
2.000 Total Interior Gross Square Feet					3097	
2.000 Total Exterior Net Square Feet					0	
2.000 Total Exterior Gross Square Feet					0	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Components	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
3.000	INMATE HEALTH SERVICES					
3.100	Detective Offices					
3.101	Waiting	3	1	60 /area	60	Bench seating
3.102	Nurses Station	2	1	100 /area	100	Counter, computer, charting area
3.103	Exam/Treatment	3	1	120 /area.	120	Counter with sink and writing surface, lockable cabinet, exam table, video hook up, telephone, computer, privacy screen
3.104	Med Room	1	1	60 /area.	60	Counter with sink, over counter cabinets.
3.105	Clean Utility	-	1	50 /area	50	Counter with sink, over counter cabinets.
3.106	Dirty Utility	-	1	50 /area	50	Sink
3.107	Office	3	1	120 /area.	120	Desk, chair, computer, telephone, 2 visitor chairs; 2 lockable files for records
3.108	Storage	1	1	50 /area	50	
3.109	Janitor Closet	-	1	40 /area	40	Slop sink, mop racks, ventilation
3.110	Inmate Toilet (M/F)	1	1	50 /area	50	ADA accessible
3.00 Net Square Feet					700	
Grossing Factor					1.25	
3.00 Gross Square Feet					875	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Components	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
4.000	INMATE PROCESSING					
4.100	Inmate Processing					
4.001	Entry Vestibule	4	1	10 /pers.	40	Card Access, mat, intercom to security office. Separate entrance from the public.
4.002	Inmate Waiting	8	1	15 /pers.	120	Bench seating,
4.003	Processing station	2	1	120 /area	120	Work Counter, computer, form stroage
4.004	Search Alcove	2	2	40 /wkstn	80	Sink and privacy curtain
4.005	Property/clothing Storage	1	1	500 /area	500	Fixed rack for storage of inmate property, street clothes and uniforms
4.006	Inmate Valuables Stroage		1	20 /area	20	Locked door, shelving.
4.007	Inmate Records	1	1	100 /area	100	Files and work area.
4.008	Inmate Toilet (M/F)	1	1	50 /area	50	ADA accessible
4.009	Janitor Closet	-	1	40 /area	40	Slop sink, mop racks, ventilation
4.000 Net Square Feet					1,070	
Grossing Factor					1.35	
4.000 Gross Square Feet					1444.5	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Component	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
5.000	INMATE HOUSING					
5.100	Adult Male Housing Unit					
5.101	Sleeping Areas	6	10	25 /person	1,500	Six floor mounted bunks, underbunk clothing storage
5.102	Day Room Area	60	1	15 /person	900	Tables and chairs for dining, two TV watching areas, 4 inmate phones, hook ups for 2 video visitation booths
5.103	Food Cart/Trash Alcove	-	1	60 /area	60	Beverage station; hot water dispenser, sufficient space for staging food cart; covered trash cans.
5.104	Officer Workstation	1	1	60 /area	60	Shelving for manuals, forms, etc., computer terminal, lockable drawers/cabinetry for forms and other office and paper supplies (e.g., toilet paper) , blood-borne pathogen kits; located in dayroom;sufficient for wall-mounted airpack cabinet
5.105	Shower Room	1	7	30 /area	210	Shower stalls with drying area.
5.106	Handicapped Shower	1	1	50 /area	50	Shower stall with drying area
5.107	Toilet Room	12	1	240 /area	240	3 toilet stalls, 3 urinal, 6 sinks (1 ADA of each)
5.108	Laundry	1	1	120 /area	120	2 Washer, 2 dryer, counter, sink, automatic soap dispenser
5.109	Interview Room	4	1	25 /person	100	Table, chairs, computer access, hook up for video visitation.
5.110	Time Out Room	1	1	50 /area	50	Glazed door, not for lock down use
5.111	Staff Toilet Room	1	1	50 /area	50	1 toilet , 1 sink, ADA
5.112	Storage		1	100 /area	100	Shelving
5.113	Janitor Closet	1	1	40 /area	40	Shelf, mop rack, mop sink
5.114	Outdoor Recreation	12	1	1200 /area	1,200	Asphalt covered recreation area, fence, non secure. Not included in building area.
Subtotal Net Square Feet					3,480	
Grossing Factor					1.6	
Subtotal Gross Square Feet					5568	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Component	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
5.200 Adult Female Housing Unit						
5.201	Sleeping Areas	6	5	25 /person	750	Six floor mounted bunks, underbunk clothing storage
5.202	Day Room Area	30	1	15 /person	450	Tables and chairs for dining, two TV watching areas, 4 inmate phones, hook up for video visitation booths.
5.203	Food Cart/Trash Alcove	-	1	60 /area	60	Beverage station; hot water dispenser, sufficient space for staging food cart; covered trash cans.
5.204	Officer Workstation	1	1	60 /area	60	Shelving for manuals, forms, etc., computer terminal, lockable drawers/cabinetry for forms and other office and paper supplies (e.g., toilet paper) , blood-borne pathogen kits; located in dayroom;sufficient for wall-mounted airpack cabinet
5.205	Shower Room	1	7	30 /person	210	Shower stalls with drying area.
5.206	Handicapped Shower	1	1	50 /person	50	Shower stall with drying area
5.207	Toilet Room	12	1	240 /area	240	6 toilet stalls, 6 sinks (1 ADA each)
5.208	Laundry	1	1	120 /area	120	2 Washer, 2 dryer, counter, sink, automatic soap dispenser
5.209	Interview Room	4	1	25 /person	100	Table, chairs, computer access, hook up for video visitation.
5.210	Time Out Room	1	1	50 /area	50	Shower stall with drying area.
5.211	Staff Toilet Room	1	1	50 /area	50	1 toilet , 1 sink, ADA
5.212	Storage		1	100 /area	100	Shelving
5.213	Janitor Closet	1	1	40 /area	40	Shelf, mop rack, mop sink
5.214	Outdoor Recreation	12	1	1200 /area	1,200	Asphalt covered recreation area, fence, non secure. Not included in building area.
Subtotal Net Square Feet					2,280	
Grossing Factor					1.6	
Subtotal Gross Square Feet					3648	
2.000 Total Interior Net Square Feet					5,760	
2.000 Total Interior Gross Square Feet					9,216	
2.000 Total Exterior Square Feet					2,400	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Component	Persons/Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
6.000 SUPPORT SERVICES (food services to be programmed and designed by food service consultant)						
6.100 Food Service						
6.101	Office	-	1	/area	0	
6.102	Dry Food Storage	-	1	/area	0	
6.103	Refrigerator & Freezer	-	1	/area	0	
6.104	Ingredient Room	-	1	/area	0	
6.105	Staging Area	-	1	/area	0	
6.106	Cold Food Preparation	-	1	/area	0	
6.107	Baking/Roasting	-	1	/area	0	
6.108	Beverage Production & Ice	-	1	/area	0	
6.109	Tray Assem. & Temp Holding	-	1	/area	0	
6.110	Dishwash & Other Sanitation	-	1	/area	0	
6.111	Food/Bev. Carrier & Pan Washing	-	1	/area	0	
6.112	Restroom/Changing	-	1	/area	0	
6.113	Janitor Closet	-	1	/area	0	
Subtotal Net Square Feet					0	
Grossing Factor					1.4	
Subtotal Gross Square Feet					0	
6.200 Laundry Program (assumes all laundry will be done on the unit)						
6.201	Wash Area	-	1	/area	0	
6.202	Dry Area	-	1	/area	0	
6.203	Sort Area	1	1	/area	0	
6.204	Dirty Linen Cart Storage	-	1	/area	0	
6.205	Soak Sink Area	-	1	/area	0	
6.206	Linen Storage	-	1	/area	0	
6.207	Inmate Clothing Storage	-	1	/area	0	
6.208	Clean Cart Stor. & Folding	-	1	/area	0	
6.209	Sewing/Repair	1	1	/area	0	
6.210	Chemical Supply Storage	-	1	/area	0	
Subtotal Net Square Feet					0	
Grossing Factor					1.25	
Subtotal Gross Square Feet					0	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Component	Persons/Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
6.300 Facility Management						
6.301	Maintenance Shop	1	1	200 /area	200	Cabinet for paint; workbench, storage for tool crib
6.302	Maintenance Storage	-	1	300 /area	300	
6.303	Central Storage	-	1	400 /area	400	Large bulk storage for supplies, furnitures, etc., shelving for storage of dry goods, property, etc.
6.304	Central Mechanical Plant	-	1	750 /area	750	Boilers, chillers, hot water heaters, air handling equipment; room for future equipment
6.305	Emergency Generator	-	1	250 /area	250	Located on site. Area not included in building.
Subtotal Net Square Feet					1,650	
Grossing Factor					1.2	
Subtotal Gross Square Feet					1980	
Exterior Square Feet					(250)	
Total Interior Net Square Feet					1,650	
Total Interior Gross Square Feet					1980	
Total Exterior Square Feet					(250)	

Kennebec County Minimum Custody Adult Residential Unit

Program Worksheet

#	Component	Persons / Units per area	# of Areas	Space Stand.	NSF	Miscellaneous
7.000	SITE					
7.100	Service Loading Dock					
7.101	Receiving Dock	-	1	160 /area	160	Covered area with overhead door located at grade.
7.102	Trash/Container Recycling	-	2	50 /area	100	Included in total net sq. ft; trash chute.
Subtotal Net Square Feet					260	
Grossing Factor					1.1	
Subtotal Gross Square Feet					286	
7.200	Parking					
7.201	Visitor Parking	-	32	400 /vehicle	(12,800)	Not included in square footage totals; ADA compliant spaces per code
7.202	Official Visitor Parking	-	3	400 /vehicle	(1,200)	Not included in square footage totals; ADA compliant spaces per code
7.203	Staff Parking	-	5	400 /vehicle	(2,000)	Not included in square footage totals; ADA compliant spaces per code
Subtotal Exterior Square Feet					(16,000)	
Total Interior Square Feet					286	
Total Exterior Square Feet					(16,000)	

ARCHITECTURAL PROGRAM SUMMARY

#	COMPONENT	Interior NSF	Interior GSF	Notes	Exterior SF
1.000	PUBLIC LOBBY / ADMINISTRATION / STAFF	2,185	2,950		0
2.000	PROGRAM SERVICES	2,300	3,097		0
3.000	INMATE HEALTH SERVICES	700	875		0
4.000	INMATE PROCESSING	1,070	1,445		0
5.000	INMATE HOUSING	5,760	9,216		0
6.000	SUPPORT SERVICES (food services to be programmed and designed by food service)	1,650	1,980		0
7.000	SITE	260	286		16000
	SUBTOTAL	13,925	19,848		16,000
	Facility Grossing Factor (13%)	1,810	2,580	Includes mechanical/electrical, building gross, and major circulation.	0
	SUBTOTAL	15,735	22,429		16,000

APPENDIX

Meeting Minutes

Maine Dept of Corrections Standards

Level of Service Inventory

ACA Performance Standards for Adult Community Residential Standards (by reference)



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Meeting Notes

Date of Meeting: July 12, 2007
Date of Issuance: July 27, 2007

A/E Project No: 07117
A/E Project Name: Kennebec County Minimum Security Residential Facility
Programming Meeting No. 1

Meeting Location: Kennebec County
Attendees: Refer to attached list

Bob Devlin opened the meeting and provided an overview of the purpose of this study. He distributed handouts of the previous study documents as well as articles that he felt would be beneficial to the program study group. The following key points were presented:

- The result of this phase is a programming plan to guide the design of this facility.
- Our mission is not to simply build a box.
- This new facility needs to work, not simply make us feel good because we helped build the box.

Arthur Thompson described the process of programming. Jeff Skeggs provided a handout with the agenda for each of the four major meetings that will be held throughout programming.

The following issues were discussed in this initial meeting:

1. Capacity

The jail administration has taken a snapshot of their population that would be eligible for the minimum security facility and came up with a number of 67. Generally, the feeling is that between 55 and 65 inmates in total may be eligible at any given time, using the current LSI classification system.

2. Classification

The current LSI classification system evaluates an inmate's total life circumstances on a points basis; classification assignments are made based on points. Their current system is inaccurate, many inmates are classified as medium or maximum based on scoring, not on their criminal history or tendency towards violent behavior. Many receive low score for education, not having a job, home, spouse or family ties to the community. The jail is exploring moving to a behavior based classification approach. Staff will be attending classes at NCI shortly.

3. Inmate Profile

The inmates that could benefit from programs offered through this new facility appear to have the following profile:

- Low risk of violent acts or escape
- Less than 364 day sentence (average length of stay overall is 15 days)
- No sex offences
- No felony convictions
- No history of domestic violence
- Most of the females will qualify
- Minimum males – many will qualify

Most inmates have an average education level of 8th grade and few job skills. Most lack means of self-support or are jobless. Many have no place to go, especially in winter. Resident population is seasonal with high numbers in winter months.

4. Existing Programs

Females have almost no programs due to lack of space – ironically they might be the group that would benefit the most from effective programming. Maximum security males would benefit from education and job skills programs with their longer sentences, however space availability greatly impacts access to programs.

Since the average length of stay for minimum security is only 15 days; program focused on education are not beneficial for this population group. The jail administration believe the most important program focus should be on pre-release and re-entry programs, such as life skills. Regionalization of programs should be explored with other counties.

Maine Pre-trial Services provides the following services under contract:

- Day reporting
- Monitoring
- Pre-sentencing

Current program focus:

- Re-entry (within 30 days of release)
- Alternative Sentencing OUI
- Liberty Alternatives (multiple offenders DUI and drugs – program has now been moved into the jail)
- AA, CA and Anger Management
- Work Release
- Public Service Work Program

Maine Pre-Trial's representative suggested that Kennebec County look into a new restorative

Meeting Notes
Project
Date

justice program just started in Knox County that involves the churches in a mentoring program to assist inmates upon and after release. Initial indications are the program may be very effective in assisting offenders from recidivism.

5. Judicial Cooperation

Sheriff Liberty presented an overview of cooperative efforts between county law enforcement, the district attorney and the courts. There are now over 5,000 active warrants in the county. Law enforcement has not been "warrant hunting" due to capacity problems at the current jail. They have also been working closely with probation/parole to avoid bring violators into the jail for simple sanction violations of parole, again due to overcrowding. Sex offenders, OUI and domestic violence offenses are addressed, as required by law. The lack of bed space and effective programming due to space availability is a major problem. The county is top rated in Maine for alternative sentencing programming effectiveness. They are using every option and still can not operate an effective justice system due to overcrowding.

6. Waterville Police Comments

Waterville Police see an issue with convincing communities that alternative programs should be housed in their town, based on their experience. Programs often don't work as intended, and that requires constant attention by the police and detracts from their real mission. The methadone clinic that is located in Waterville is a constant source of problems with numerous police responses required weekly.

7. Services

- Food Service: new facility will require a separate kitchen. Inmate labor plus full-time staff. County is about to issue RFP for the current jail. May want to look at culinary arts as a job skill program.
- Laundry: Could the new facility do all of the system's laundry? If so, move it out of the jail. Could be a program option, but no dry cleaning.
- Healthcare: Integrated Healthcare has the current contract for healthcare and mental health services. The county is currently spending \$340,000 per year

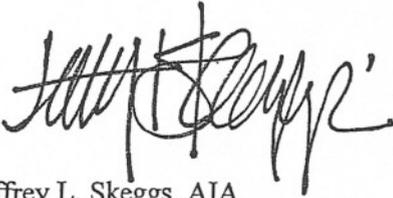
8. Homework Assignments for Next Meeting

- Finalize projected capacity numbers for males and females
- Finalize inmate profiles and classification factors
- Finalize and document program options
- Work release average numbers
- Public service workers average numbers
- Finalize service delivery assumptions

Meeting Notes
Project
Date

The next meeting will be held on Monday, July 30, 2007 at 10:00 am.

Respectfully Submitted by:
SMRT, Inc.

A handwritten signature in black ink, appearing to read 'Jeffrey L. Skeggs', written in a cursive style.

Jeffrey L. Skeggs, AIA
Senior Architect



ARCHITECTURE
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Meeting Notes

Date of Meeting: July 30, 2007

A/E Project Name and No: Kennebec County Minimum Security Residential Facility 07117

Meeting Location: Kennebec County

Attendees: Arthur Thompson, SMRT
Mike Byron, Augusta City Council
Randall Liberty, KSO
Charles Rumsey, Waterville PO
Karen Heavey, KSO
Bob Kingman, Crisis and Counseling
Erica Patterson, KSO
Tom Reuwer, KCCF
Richard E. Worpel, KCCF
Terry York, KSO
Nancy Rines, Kennebec County
Bob Devlin, Kennebec County

Distribution: Attendees, Committee, Jeff Skeggs

Purpose: Revisit projected population, programs, and space requirements.

Programs

- Must meet different levels of need. The ability to read or write represents a threshold. On average only 2 to 12 of 50 whom need education programs receive them.
- Programs will address anger management, domestic violence, drug and alcohol abuse, life skills, wellness management, and other issues.
- Volunteers deliver all programs except education and mental health.
- Concern was expressed that the County network into existing systems wherever possible.
- Most programs benefit from an efficiency of scale. Typical programs can be delivered in a setting for up to fifteen inmates at a time.
- Three to Nine months is ideal for programming for the sentenced population. Currently inmates in the facility do a minimum of 1/3 of their sentence and average about 1/2 of their sentence.
- Because of limited space, the delay for getting inmates into programs often closes the window of opportunity to effect change.

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- Community work programs out of the facility currently involve three groups consisting of 5 females, 8 males and 5 males.

Population

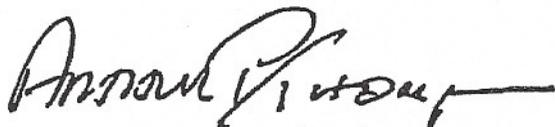
- The new facility will serve 30 Females and 60 males in two pods. The Female area could be designed to expand to 60.
- These inmates must all be classified minimum security. The new classification tools, which are more behavior based, will help to identify this population. The current classification document was distributed. Staff will be attending the up-coming State class on the new system.

Space Needs

- Sleeping options were discussed regarding the extent of separation and privacy. Sketches will be developed to demonstrate the options. Fire codes require a smoke separation between the sleeping and dayroom areas which will be glazed to provide a good sightlines for the officer into all areas.
- Common restroom facilities will serve each pod.
- Laundries will be provided for personal laundry in the dayrooms.
- Outside recreation areas will be provided off each dayroom. These recreation areas will be non secure and accessible and observable from the dayroom.
- Each Dayroom will have an interview room for mental health interviews, etc.
- Each Dayroom will have a time-out room to isolate one inmate from the general population for a period of time.
- Six program rooms will be provided for up to sixteen people in each room.
- Four offices will be provided for programs, security, medical mental health and another guest office.
- The facility will include independent food service facilities. Capt. Wurpel will be provided the SMRT food services consultant to contact as a resource. A culinary arts program would be included in the kitchen.
- An inmate processing area will include facilities for processing inmates in and out of the facility, search and property storage.
- Medical facilities will include an exam/treatment room, office, med room and restroom. Approximately half of the population is on meds of some type. The staff will investigate the standards that address self medication and when a nurse's presence in the building is required. The current healthcare services provider has offered a cost proposal for services.
- A break room with refrigerator, microwave, coffee maker and sink will be provided.
- The facility will likely be staffed by three people.

A program will be developed for discussion at the next meeting scheduled for August 15th at 10:00 AM.

Respectfully Submitted by:
SMRT, Inc.

A handwritten signature in black ink, appearing to read "Arthur Thompson", with a long horizontal flourish extending to the right.

Arthur Thompson, AIA
Principal



ARCHITECTURE
ENGINEERING
PLANNING

Meeting Notes

Date of Meeting: August 15, 2007

A/E Project Name and No: Kennebec County Minimum Security Residential Facility 07117

Meeting Location: Kennebec County

Attendees: Arthur Thompson, SMRT
Jeff Skeggs, SMRT
Patsy Crockett, Representative - District 57
Evert Fowle, Kennebec Co. District Attorney
Mike Byron, Augusta City Council
Randall Liberty, KSO
Charles Rumsey, Waterville PD
Joe Massey, Waterville PD
Henry Beck, Waterville City Council
Karen Heavey, KSO
Bob Kingman, Crisis and Counseling
Erica Patterson, KFFC
Tom Reuwer, KCCF
Richard E. Wurpel, KCCF
Marsha Page, KFFC
Cory Alexander, KCCF
Terry York, KSO
Mary Barnes, Augusta Adult Education
Karen Heavey, Integrated Health

Distribution: Attendees, Committee

Purpose: Revisit projected population, programs, and space requirements.

Classification System Change

- Kennebec County is changing classification systems to LSI (Level of Service Inventory). MDOC adopted this system in 2000; Kennebec County will be the first county in Maine to adopt it.
- Staff were trained in early August and are in the process of defining the phase-in process from this point forward.
- The LSI booklet passed out in the meeting will be included in the program study as an appendix.

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Programs

- Reviewed and confirmed the program focus outlined in the July 30 meeting minutes. Erica Patterson will provide a written summary for SMRT to include in the final report.
- Evert Fowle, Kennebec Co. District Attorney, aid the focus of this facility should be on providing programs to the sentenced population that qualifies for the facility.

Staffing

- Two officers will be required; one for the 60 bed male unit and one for the 30 bed female unit. County corrections is planning on 12 hour shifts. In addition, a Supervisor will be required and will function as a rover, providing back-up throughout the facility. Lt. Page has a staffing analysis developed.

Site Location

- Additional discussion of problems that Waterville Police have had with the methadone clinic.
- The Police remain concerned that locating this facility in Waterville may overwhelm their resources and cause safety issues.
- Kennebec County Sheriff will respond to incidents and crimes within the residential facility.
- SMRT suggested that the county must assure the receiving community that we take responsibility for our own problems and that the new facility will not impact local resources.
- Site location should be open-ended and emphasize easy access to I-95 or routes providing convenient access to the Kennebec County Jail.
- Developer will be responsible for planning board approval process after a lease deal is consummated.

Space Program

- Arthur Thompson presented a rough draft of the space program for the facility.
- In the public lobby area, add two workstations for volunteers and add a conference/training room.
- Relocate the interview rooms from the male and female housing areas to the lobby and increase the total quantity from two to four.
- Add an administrator's office accessible from the lobby large enough for a desk and conference table. Size for four visitors.
- Visiting was programmed into the dayrooms or could be provided in multi-purpose rooms. Concern was raised about contact visiting and that contact be earned. For the balance of the population, video visitation should be considered. Concern is control of contraband.
- Inmate health services. Triage and meds should be provided on the housing unit. Consider increasing the size of the waiting area, nurse's station, medication room and the office.
- Inmate processing. Double the size of the property room. When inmates are moved to this facility or are sentenced to this facility initially, all of their property and records will move with them.
- Inmates will wash own clothes in housing dayrooms and will have three sets of

institution clothing. Linens and towels will be laundered at the jail.

- Arthur Thompson presented an initial concept plan illustrating one option for organizing the program.

The concept plan will be reviewed again with the updated program in the next meeting scheduled for September 6, 2007 at 10:00 am.

Respectfully Submitted by:
SMRT, Inc.

A handwritten signature in black ink, appearing to read 'Jeffrey L. Skeggs', with a stylized flourish at the end.

Jeffrey L Skeggs, AIA
Senior Architect



ARCHITECTURE
ENGINEERING
PLANNING

Meeting Notes

Date of Meeting: September 6, 2007

A/E Project Name and No: Kennebec County Minimum Security Residential Facility 07117

Meeting Location: Kennebec County

Attendees: Arthur Thompson, SMRT
Jeff Skeggs, SMRT
Patsy Crockett, Representative - District 57
Nancy Rines, Kennebec Co. Commissioner
Bob Devlin, Kennebec Co.
Mike Byron, Augusta City Council
Randall Liberty, KSO
Charles Rumsey, Waterville PD
Evert Flannery, KSO
Yvette Ingalis, KSO
Karen Heavey, KSO
Jerry Nault, Kenton Co. Budget Comm.
Elizabeth Simoni, Maine Pretrial Services
Richard E. Wurpel, KCCF
Marsha Page, KFFC
Cory Alexander, KCCF
Terry York, KSO
Mary Barnes, Augusta Adult Education
Karen Heavey, Integrated Health

Distribution: Attendees, Committee

Purpose: Revisit space program, concept plan and final report requirements.

Space Program Review

- Arthur Thompson presented the updated space program. The following items were discussed.
- Public Lobby: Delete metal detection. Visitors may be searched using a wand.
- Provide rough-in for video visitation terminals in the interview rooms.
- Contact Visiting will use a multipurpose room. Assume visits may be scheduled three times per week (2 min. by regulations). Assume 10 inmates in visiting at a time. Provide ten tables with four chairs (2-3 visitors per inmate).
- Provide two program storage rooms in lieu of one.

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- Inmate Health Services: By state requirements, a nurse must be on site when med tech is dispensing, three times per day. The nurse can be either a LPN or RN. LPN's are being phased out. The nurse will be an additional position or a contract hire.
- Inmate housing: Provide rough-in for video visiting terminals in the dayrooms.
- Food service: The kitchen must be designed to meet Kennebec County Corrections requirements, to meet correctional standards and the equipment must be supplied with detention packages. Food service may either be self-performed or may involve a contract food service provider. In either case, the kitchen needs to be properly designed and constructed.

Concept Plan Review

- Locate three multipurpose rooms directly off the public lobby for contact visiting. The Sheriff wants very careful control of visiting to limit opportunities for introducing contraband into the facility. A high percentage of county inmates have drug and alcohol abuse problems. Contact visiting should be an earned privilege.
- Provide a vestibule at the main entry.
- Re-orient the inmate processing area and provide a separate inmate worker entry.

Final Report Outline

SMRT presented the final report outline as follows, with the recommendation that the report be written as a concise and succinct document, 10-15 pages of text, plus the space program, concept plan and appendix.

- Acknowledgements
- Executive Summary
- Statement of Need *
 - Capacity
 - Changes in classification system
 - Programs
 - Services
- Development Process, RFP Terms * and Schedule
- Site Requirements *
- Minimum Construction Standards
- Space Program
- Concept Plan
- Appendix
 - Meeting Minutes
 - Maine Dept of Corrections Standards
 - ACA Standards (by reference)
 - Level of Service Inventory (new classification system)

*Sections marked with * require input from Kennebec County to complete*

Development Process

We discussed the development process for a design-build-leaseback project. In any option, the developer must team with an architect and contractor. The developer will be responsible for meeting all codes and regulatory requirements, including DEP permits. The developer will also be responsible for local approval of the project before the

SECTION III. MINIMUM SECURITY
RESIDENTIAL FACILITIES

These standards have been established by the Maine Department of Corrections, pursuant to 34-A MRSA, section 1208-A to cover all facilities established by a county pursuant to 30-A MRSA, section 1658 or minimum security facilities.

Standard #1. Each minimum-security residential facility shall be managed by a supervisory level staff person.

Standard #2. Each minimum security residential facility shall have sufficient staff on duty to provide inmate supervision. A minimum-security residential facility shall, at a minimum, be staff secure.

Standard #3. Only those inmates who have been sentenced to a county jail, and pose no risk to the community are classified as minimum-security or less and may be housed in a minimum-security residential facility. Classification assignments shall be based on objective, quantifiable, and verifiable assessments.

Standard #4. Inmates shall not be placed in a minimum-security residential facility solely for the purpose of housing. All inmates living in a minimum-security residential facility shall be participating in a structured program of restitution, work, education, or treatment.

Standard #5. Each minimum-security residential facility shall establish rules, regulations, and conditions governing the behavior of the inmates who participate in the program. Before being placed in a minimum-security residential facility, each inmate shall sign a copy of the rules and regulations verifying that the inmate understands and is willing to abide by these rules, regulations, and conditions.

Standard #6. Each minimum-security residential facility must comply with the Life Safety Code requirements adopted by the Department of Public Safety, State Fire Marshal's Office. Annual inspections by a local fire department or the State Fire Marshal's Office to verify compliance with the Life Safety Code shall be conducted. Reports resulting from these inspections shall be kept on file at the facility.

Standard #7. Each minimum-security residential facility shall post plans for emergency evacuation of the facility in areas accessible to both staff and inmates. Fire drills shall be conducted semiannually, and a written record of the same shall be kept on file.

Standard #8. Each minimum-security residential facility shall have written practices or procedures for providing emergency medical services. At least one staff person on duty shall be certified in CPR.

Standard #9. Each minimum-security residential facility must comply with existing local and state building and zoning codes. Documentation verifying compliance shall be kept on file.

Standard #10. Each minimum-security residential facility shall maintain a housekeeping and maintenance plan to ensure that the facility is clean and in good repair.

Standard #11. Each minimum-security residential facility shall maintain a written schedule of daily inmate programs and activities.

Standard #12. Each minimum-security residential facility shall maintain a log of facility activities. At a minimum, this log shall include:

- a. The names and numbers of staff on duty;
- b. All admissions to and releases from the facility;
- c. The number of inmates in house and outside the facility;
- d. All routine activities;
- e. All emergency or unusual circumstances or activities;
- f. Inmate counts; and
- g. The names of all visitors to the facility.

Standard #13. Each minimum-security residential facility shall maintain a system to account for all inmates assigned to the facility as a part of each shift change.

Standard #14. Each minimum-security residential facility shall provide, at a minimum, 25 square feet of sleeping area per inmate partitioned from other common areas. Female inmates shall be provided sleeping quarters separate from male inmates' sleeping quarters.

Standard #15. Each minimum-security residential facility shall provide 15 square feet for dayroom or lounge space per inmate.

Standard #16. Each minimum-security facility shall have adequate multipurpose space for group programs and activities.

Standard #17. Each minimum-security residential facility shall provide 1 showerhead per 8 inmates. NOTE: In temporary residential facilities, used for no more than 48 hours, the ratio of showers to inmates can be accomplished through scheduling.

Standard #18. Each minimum-security residential facility shall provide 1 toilet per 10 inmates. Half of the required toilets may be substituted for by urinals in a facility having only male inmates.

Standard #19. Each minimum-security residential facility shall provide 1 wash basin per 10 inmates.

Standard #20. When food services are provided in the facility, there shall be adequate space and equipment for dining and food services.

Standard #21. Each minimum-security residential facility shall provide adequate laundry services.

Standard #22. Plans to construct or renovate a minimum-security residential facility shall be submitted to the Department of Corrections for advance review and approval. At a minimum, these plans shall include the following:

- a. A mission statement for the facility;
- b. Floor plans for the facility;
- c. Proposed staffing for the facility; and
- d. Verification of compliance with Life Safety Codes and local building codes and zoning.