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LEGISLATIVE COUNCIL State House Facilities Committee

January 22, 2019
2:30 PM

Legislative Council Chamber
(Room 334)

REVISED (2) AGENDA

Old Business

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- 1 Item #1: Potential Uses for the State House Cafe
- 3 Item #2: Press Access through the Connector
- ❖ 4 Item #3: Plaque Honoring the 100th Anniversary of the American Legion

New Business

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- 8 Item #1: Fee Waiver - Staff Member, Each of Maine's Congressional Delegation
- 9 Item #2: State House Items in Storage
- Item #3: Request for Virtual Online Tour of State House
- 11 Item #4: Status of Current Facilities Projects

GRANT T. PENNOYER
EXECUTIVE DIRECTOR
OF THE LEGISLATIVE COUNCIL




MAINE STATE LEGISLATURE

OFFICE OF THE EXECUTIVE DIRECTOR
LEGISLATIVE COUNCIL

MEMO

To: State House Facilities Committee Members

From:  Grant Pennoyer, Executive Director

Date: March 27, 2018

Re: Options for the Use of the State House Café

Richard Desjardins, who operates the Cross Café under the auspices of the Division of the Blind and Visually Impaired, Business Enterprise Program, also agreed to provide food and vending services in the State House in the State House Café. For a few years, he was able to staff a food service counter during the Legislative Session providing sandwiches and some hot food offerings during the morning and through the early afternoon. During the 127th Legislature and the 128th, he has had difficulty maintaining staffing levels sufficient to operate the Cross Café and has not staffed the State House Café. Sales volume at the State House Café has not been high enough to justify the staffing of the State House Café even during the Legislative Session. While he has tried to enhance services available at the State House Café by adding a single serve coffee maker vending machine, I have heard several complaints about the lack of food service options in the State House.

We have explored a few options with Mr. Desjardins, but have yet to come up with a solution. We also opened the discussion to staff to seek ideas for the use of this prime space in the State House. I have summarized those suggestions below.

Other Food Options

Staff had multiple suggestions for additional food services in the State House Café including: using another vendor such as Fat Cat's Café, who delivers evening meals on Wednesdays and providing more vending options with pre-made items. Staff also suggested a number of other food and beverage options for the space (many would require some entity staffing the facility) including: juices/smoothies, shakes, a popcorn machine, a soft-serve ice cream machine, a Keurig coffee/espresso machine and even one suggestion for a sushi bar.

Staff and/or Legislator Lounge

There were multiple suggestions from Legislative Staff to convert this space into a card-access staff lounge/break area and one staff member included allowing Legislators to use the space as well as staff. Legislative staff currently are not provided with any lounge or break area, thus many staff are forced to eat lunch in public areas or at their desk. Many suggested retaining access to a large refrigerator, microwave, toaster oven and a large sink for washing dishes (currently restrooms are used to wash dishes). These amenities currently exist in the space (but are property of the Cross Café). Some other amenities that were suggested to be added to the space included more comfortable seating and even ping pong tables. There were mixed suggestions related to the vending machines, but the greatest majority suggested retaining the machines in the staff lounge.

I would note that if this space is converted to a card access controlled space, there would be more self-service food options available in a controlled space. The Business Enterprise Program operates several self-serve facilities with a lot more food and other retail items in other state facilities, where the space is controlled and a security camera installed.

Other Uses of the Café Space

There were a few suggestions for repurposing the space for other uses that included the following:

- Converting the room to a conference room/training space;
- Using the space for the central postal delivery and pickup location;
- Converting the space to additional office space;
- Converting the space to a self-service laundromat; and
- Converting it to a Maine Made Gift Shop.

This space is prime space within the State House. The Legislative Council should consider these and other options to make sure that this valuable space is put to its best use.

GRANT T. PENNOYER
EXECUTIVE DIRECTOR
OF THE LEGISLATIVE COUNCIL



MAINE STATE LEGISLATURE

OFFICE OF THE EXECUTIVE DIRECTOR
LEGISLATIVE COUNCIL

MEMO

To: State House Facilities Committee Members
From: Grant Pennoyer, Executive Director
Date: March 27, 2018
Re: Press Access to the State House after normal business hours

Consistent with recent changes to the State House Security Screening Policy, authorized staff of press/media organizations that are renting space in the Cross Office Building have been provided card access to the Cross Office Building after normal business hours, but were denied access to the State House, including access through the Connector. They can enter the Cross Office Building outside of normal business hours so that they may enter their leased office space, but they cannot reenter the State House if it is after normal business hours and the State House is not open to accommodate a late public meeting or legislative session. Only certain persons specifically authorized by the policy are able to enter the State House after hours.

The concern from the Cross Office Building press/media staff that was recently raised during the State of the State evening joint convention was their inability to use the Connector to gain access to the State House even though the State House was open. Because it was after hours and the Cross Office Building was closed for public access, the Connector doors were secured by Building Control. Since the cards of these same press/media staff did not include access to the State House they could not open the secured Connector doors. However, they could still enter the State House through the main entrance by going up a flight and walking outside from the Cross Office Building to the State House.

I did explore the possible option to reprogram the Connector doors to allow anyone with a valid card to use the Connector doors when secured to gain access to the State House if it is during normal business hours. However, I confirmed that there is no ability to reprogram the security system to allow this unusual access request.

Capitol Police also believes it to be much too much of a security risk to leave the Cross Office Building Connector Door open after hours as there are too many areas that could be accessed in an uncontrolled unstaffed building. There are no state employees in the Cross Office Building in the evening and no interior intrusion alarms or motion detection systems.

I would be happy to answer any questions that you may have with respect to this issue.

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND AND EIGHTEEN

—
S.P. 731 - L.D. 1901

**Resolve, To Recognize the 100th Anniversary of the American Legion on the
Capitol Grounds**

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the American Legion was founded in 1919 and the 100th Anniversary of the American Legion is an opportunity to look back on all the accomplishments and achievements of the American Legion and the impact the organization has had on American society, including the American Legion's contributions to national security and the welfare of veterans, veterans' families and communities; and

Whereas, in order to secure a plaque for display on the immediate grounds of the State House to honor the 100th Anniversary of the American Legion, the Department of the Secretary of State and the American Legion Department of Maine should work together as soon as funding is raised to design and construct the commemorative plaque; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore, be it

Sec. 1. American Legion plaque on capitol grounds. Resolved: That the Department of the Secretary of State, referred to in this resolve as "the department," shall work with the American Legion Department of Maine to secure a plaque for display on the immediate grounds of the State House, as described in the Maine Revised Statutes, Title 3, section 902-A, subsection 2, to honor the 100th Anniversary of the American Legion; and be it further

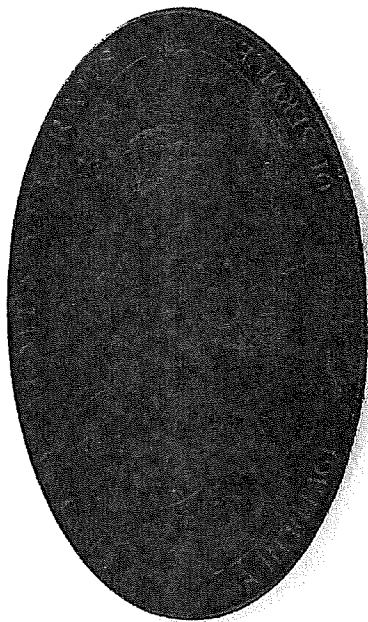
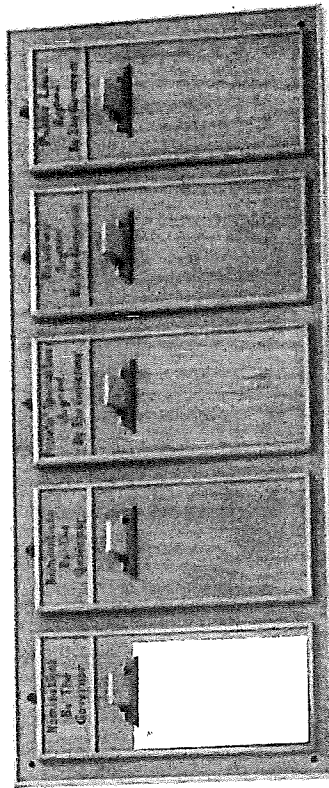
Sec. 2. Funding assistance. Resolved: That the department may accept from outside sources, including the American Legion Department of Maine, donated goods, services and funding for the design and construction of the plaque; and be it further

Sec. 3. Report; final authorization. Resolved: That, prior to the creation of the plaque, the proposed design and location of the plaque must be submitted to the Executive Director of the Legislative Council for approval by the Legislative Council. The final authorization for the placement of the plaque must be made by the Legislative Council.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.

Potential
Honorable
Service
Plaque

American
Legion
Plaque





Proposed Amendment to Policy on Security Screening

Provided below is the relevant portion of the Legislative Council Policy on Security Screening Protocols for the State House. The full text of this policy is available on-line at: <http://legislature.maine.gov/doc/1696>

- I. Priority screening for lower-risk individuals. The following persons may be given an access card for limited duration to permit passage through the priority, lower-risk screening lane at the main entrance to the State House, after applying to the Legislative Council's executive director and upon successful completion of a satisfactory background check performed regularly as determined by the Executive Director.
 - A. State House maintenance, property management and State Postal Service personnel who have a regular and necessary need to enter the State House;
 - B. State House Press Corps members who lease offices in the Legislature's State House Press Corps suite, and other members of the media who possess bona fide State House news media credentials issued pursuant to Section VIII;
 - C. Vendors and contractors who have a regular and necessary need to enter the State House. Express mail and package delivery personnel and supply vendors are not eligible for exception under this section;
 - D. Persons authorized by the Legislative Council's executive director, for specific, short-term Legislative operational or business;
 - E. Persons who have a medical condition or are disabled in a manner that prevents them from undergoing security screening and who have a regular and necessary need to enter the State House, upon documentation from a qualified medical provider that the person may not be subjected to magnetometer screening; and
 - F. Persons who have a regular and necessary on-going need to enter the State House as a result of their profession or employment, including registered professional lobbyists, State agency legislative liaisons, and attorneys representing clients on legislative matters. These persons are subject to an initial application fee of \$75 to offset the processing and security card costs, and a renewal fee of \$25 per legislature. State agency personnel that already have been issued an access card by their respective state agency are subject to a \$25 initial application fee and a \$25 renewal fee. The Executive Director may waive one initial application fee or one renewal per legislative biennium for one staff member from each member of Maine's Congressional Delegation.

Summary

This amendment authorizes the Executive Director to waive the initial application fee or the renewal fee for staff of Maine's Congressional Delegation to receive a security card that provides access to the Priority Screening Lane at the State House. One staff member from each of the four members of Maine's Congressional Delegation may receive a waiver from the fees for each legislative biennium.

PRO Moving
STATE HOUSE STORAGE LIST
May 11, 2018

Items removed from State House in 1999

- Senate Chamber Officers Furniture
 - Senate Chamber - President's Desk Senate
 - Chamber - Secretary's Desk Senate Chamber -
 - Sound System Desk Senate Chamber – Board
 - Operators Desk Desk
 - 10 Senators Desks from Senate Chamber
 - 11 Senators Chairs from Senate Chamber
 - 6 Leather Chairs from Senate Chamber

- Prototype desk and wood samples for Senate Chamber

- 7 Leather Benches
- 2 Wooden Benches
- 2 Oak Benches with arms and leather seats

Items removed from State House in years after 1999

- 2 Committee Horseshoes Tables
- 35 Doors
- 12 pieces of Marble
- 16 Brass Heater Grates
- 2 Brass Railings
- Various light fixtures & globes
- 3 Representative Desks from House Chamber
- 3 Cane Seat Chairs
- 7 Easels
- 2 Mail Sorters
- 1 large Floor Fan
- 1 large wooden mallet
- 6 plastic signs for self guided tours
- 7 desk top podiums
- Various pictures and signs
- 2 Blue Leather Recliners
- 50 Green Committee Room Audience Chairs
- 25 Grey Committee Room Audience Chairs on 2 rolling racks
- 2 Round Overstuffed Chairs
- 1 Credenza from House Chamber
- 1 Credenza from Speaker's Office
- 14 Lateral File Cabinets
- 1 Black Sofa from a Retiring Room
- 2 Map Racks
- 80 Telephones (sent to Surplus after getting permission from OIT)

13 Pallets of Brick and Block (sent to Surplus)
2 large Crates of Rocks (sent to Surplus)
Several Fence Sections from Capitol Park

Contents of 4th floor Labor Committee Room

Committee Horseshoe
38 Committee Audience Chairs
Testimony Table
1 Committee Clerk Workstation
16 Rolling Task Chairs

Status of State House

Maintenance and Improvement Projects for 2018

The ability to conduct regular maintenance and improvement projects has been affected the last two years by the extended Legislative Sessions and Special Sessions. Despite the interruptions from the on-going sessions, we were able to accomplish a good portion of our 2018 maintenance and improvement plan. A summary is provided below.

On-going Regular Maintenance Projects

Carpet Replacement – Carpet was replaced in the Appropriations Committee Room and the Legislative Council Chamber. As part of the transition of Senate Offices in December, we conducted an intensive effort to replace the carpet in all of the third floor offices in the South Wing.

Carpet Cleaning – We were finally able to secure a vendor for carpet cleaning services working with the Bureau of Real Estate Management (BREM) that used to provide these services in-house. This cleaning is planned for the next week in the evenings.

Mechanical System Repairs and Maintenance – This past year, we have finally completed the major 4-year project to replace failing Kitec piping and fittings. We have also begun a project to address much deferred maintenance on the heating/cooling units in the State House. We are working with BREM and some outside contracts to make progress on getting the State House heating and cooling system to work properly. This effort will be on-going for many years.

Interior Plaster Repair and Painting – Using contracted resources, we tried to repair and paint many much neglected interior office spaces. This work was done using the contractor that was also assigned to the cosmetic repairs after the mechanical systems repairs and Kitec replacements.

Capitol Park and State House Grounds Maintenance – Over the last couple of years, we have had quite a bit of storm damage and have had to address some dying, unsafe trees in Capitol Park. We had to take down quite a few trees in Capitol Park and even some on the State House grounds. We also did some long-overdue pruning of trees around the State House.

Roofing Inspections and Repairs – With the replacement of the EPDM roofing over the North and South Wings three years ago, we have not had to do much in the way repairs and maintenance. We have addressed several minor leaks on the gable roofs on the West Wing and made some repairs on the low domes over the Senate and House that fixed three modest leaks.

Major Improvement Projects

Window Restoration Project – This project to repair and paint all of the windows of the State House began in 2017. The contractor, Jacobs Glass, ran into numerous difficulties during the early phases of the project, but working with them we have been able to significantly improve the efficiency of the replacement of the insulated panes (many of which had failed). We have completed the painting and repair of the sills and the wood of the windows on the south facing elevations of the State House that had sustained the most severe exposure damage after nearly 20 years since the major renovation and installation of the windows. This restoration project also included the restoration of the original windows in the Hall of Flags. The completion of the remaining State House window should be completed in 2020.

Upgrading Water Fountains at the State House - This past year, we were able to install 3 additional filtered water dispensers so that there is one for each floor of the State House.

Inner Horseshoe Upgrade in Appropriations – We were able to work with Tidewater Millworks to design an upgrade inner horseshoe in the Appropriations Committee Room for visiting committees during joint budget hearings.

Legislative Information Office Entry Renovation – While there are still some minor punch list items to complete on this project, we have created a welcoming space for visitors to get information prior to going through the security screening station of the State House.

2018 Deferred Projects

Appropriations Committee Audio Visual System Upgrade – Initial bids for this project came in significantly higher than approved amounts and the last Council directed us to revisit options for improving the audio visual capabilities in the Appropriations Committee Room.

Parking Lot O Improvements – While design and planning documents are nearing completion, they began too late to complete the work during the 2018 construction season.

Additional Security Cameras in the State House – This project to add multiple additional security cameras inside the State House (no easy task) was shelved until an issue with the network billing costs for these cameras have been resolved.

Liberty Bell Restoration and Relocation to State Library – Still working on the potential redesign of the support system of Maine's replica Liberty Bell. We have explored options for the restoration of the wooden yoke by both the Maine State Prison and a Lewiston Vocational Program that has done some similar restorations.