

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:02 AM on August 21, 2012 being a regular session, there were present:

Steven M. Merrill, Chairman
Dave Duguay, Commissioner
Caldwell Jackson, Commissioner
Scott G. Cole, Administrator
Becky Secrest, Commissioners Clerk

Various county employees, media representatives, and members of the general public were present at different times throughout the session.

The Pledge of Allegiance was recited.

9:02 Approve Minutes of Meetings Held July 5 and July 31: A motion was made and seconded to adopt the July 5 Commissioners meeting minutes as presented. The vote was unanimous. A motion to table the approval of the meeting minutes for July 31 was made, seconded and unanimously approved.

9:05 Adopt Agenda: Administrator Cole requested an executive session be added to the agenda prior to the 10:30 scheduled Treasurers report to address necessary litigation. The agenda was unanimously adopted with amendment as requested.

9:06 Public Comment: The Chairman asked for public comment. Jane Rich of Andover stated she had not returned to the South Arm Road scenic turnout to check on progress of the view maintenance she requested of the county at last months meeting. Administrator Cole said initial observations have been made; due to the steep drop-off at the site, the project is a bit more involved than first thought and special equipment will be necessary as a safety precaution. The work is expected to commence the first week of October.

9:08 Update from Western Maine Economic Development Council (WMEDC): Executive Director Glen Holmes reported on WMEDC activities for the past six months since he started with the organization. Highlights included the following:

- WMEDC has partnered with the Western Mountains Alliance, Greater Franklin Development Corporation, Somerset Economic Development Corporation and the Piscataquis County Economic Development Council. The forums at all locations were well attended and feedback was positive from all sides. The Council is now entering phase two of this collaboration where four additional meetings are planned at four different locations with video conferencing available for people to view from any participating

location. The topic at all four forums will be prescriptive zoning – planning on where we want things to go before people come and ask.

- Passport to the Arts: passports sold for twenty dollars (currently a \$300 value) will offer a thirty percent discount on shows or art purchases at the participating western Maine art venues/galleries. Although WMEDC received a \$5,000 grant for the program this year, efforts to ensure a sustainable program include the participation of local businesses. Businesses pay thirty dollars to participate and receive five passports which they can then resell. The council has hired someone to sell advertising which will also bring in additional money to the program supporting future sustainability. Commissioner Duguay asked if all the venues were in Oxford County. Mr. Holmes replied that two were outside the county – Deertrees Theatre in Harrison and Skype Theatre in Carthage.
- Envision Rumford: This program focuses on promoting the downtown area of Rumford. The working group recently completed a map guide of the River Valley area paid for by selling advertising included on the map. The maps have been favorably received in all venues where they are available. They are also continuing to develop the proposed zip lines. Commissioner Duguay asked if DOT or Brookfield Power were stumbling blocks. Mr. Holmes stated both organizations are working to address safety and liability issues as the projects move forward.
- Tourism Training: The council recently held a successful customer service training course for twenty-seven restaurant staff and owners from seven businesses in the Bethel, River Valley and Oxford Hills areas.
- Open for Business: WMEDC is currently working with five communities requesting assistance to become certified as “business friendly” under the Governor’s initiative. The challenge is in how long it takes to obtain the certification.
- Chamber of Commerce: WMEDC is working to partner with the four Chambers of Commerce and one Business Association to identify areas where the council can be of assistance to area businesses. Mr. Holmes has been asked to sit on the Oxford Hills and Bethel chambers’ executive committees as part of the partnering.
- What’s Next: Working with the chambers to identify available land and buildings; help businesses re-energize; looking to identify four industries to focus on for the future including local expertise and a trained work force that is readily available.

Chairman Merrill asked if Mr. Holmes was working with the folks in Rumford looking into opening a hotel. Mr. Holmes said he has spoken with them and currently the project is dead. It was identified that there was not enough traffic to sustain another hotel in the general area right now.

Commissioner Jackson asked about the Oxford Casino expansion plans. Mr. Holmes said the casino expansion is on track for an October opening.

9:26 The Commissioners took a short break.

9:33 Department Heads

- 1) Deputy EMA Director Teresa Glick reviewed the upcoming EMA exercises:
 - A bus rollover exercise will be held in Woodstock on October 13, 2012. A preliminary table top exercise will be held on September 4th. SAD 17 has donated a bus for the exercise. About seventy-five to one hundred people will participate including Oxford County CERT Communications Team and trailer, all hospitals with Ham radios, regional fire departments, regional ambulances, St. Mary's (holding their own exercise in Lewiston on the same day) will be tag teaming with the Oxford County bus rollover exercise.
 - A dam failure table-top exercise will be held in Norway, currently scheduled for October 30th.
 - A communications exercise involving various fire stations, partnering new Ham operators with experienced operators for training and testing communication capabilities is being planned for later this year.
 - The EMA set up a table at the Community Safety Day in Norway on Saturday August 18th to distribute emergency planning information and answer questions.
- 2) EMA Director Allyson Hill stated the IMAT and new IMAT trailer will also be at the Woodstock bus rollover exercise in October. The EMA is working with the Sheriff's office and Assistant to the RCC Director Geff Inman to get all the Ham radios to the designated locations in northern Oxford County, specifically Bosebuck and Lower Cupsuptic. Ms. Hill completed her NIMS requirements for EMA director by attending and passing the IS 400 training class last week.
- 3) Caroline Casey of Bethel was introduced by Jail Administrator Ed Quinn. Ms. Casey is the new intern from Husson College who will be working one hundred hours for three credits toward her Criminal Justice degree. Her time will be spent between the jail, RCC and Sheriff's patrol.
- 4) Jail Administrator Ed Quinn said he had been working closely with Judy Haas to complete and submit the 2014-15 jail budget by Monday afternoon. The deadline was met. He has also been working on a five year capital improvement plan per recommendation in the National Institute of Corrections Report. Androscoggin and Cumberland Counties are still not taking any prisoners. There was a brief discussion about the inability to connect to the BOC electronic budget site and when access was available all the budget information was incorrect. Commissioners Jackson commented that the problem was with the state office of information technology. Captain Quinn agreed. Commissioner Duguay asked about the jail inspection to which Capt. Quinn replied they got a one hundred percent rating on the jail standards. There are sixty-seven standards for a holding facility and an additional two hundred standards for a full service facility. The Sheriff and Capt. Quinn

decided to not drive all over the state to transport inmates to full service facilities unless specifically instructed to do so by the Commissioner of Corrections. Commissioner Jackson asked how many inmates were in the jail today. Capt. Quinn responded there were seven inmates today and that last Friday the jail did nineteen bookings for superior court.

- 5) Computer System Administrator Al Larrivee said he was just busy keeping things working day-to-day and had nothing else to bring to the meeting today.
- 6) Assistant to the RCC Director Geff Inman stated he was working on the placement of Ham radios and developing a five year capital improvement plan for the upcoming budget cycle.
- 7) RCC Director Jim Miclon said he had been dealing with administrative and management issues. Calls were up eighteen percent this July compared to last July. Mr. Inman will be in Fryeburg for the Communications meeting next week and Mr. Miclon will be in Bethel to meet with Mahoosuc Mountain Rescue to resolve a communications issue when there is a mountain rescue involving a carry out. Chairman Merrill inquired about Steve Cordwell. Director Miclon said he was home and improving each day.
- 8) Register of Deeds East Pat Shearman said she had recently completed another bulk sale. She is researching the Fiedler template and working with the Maine Registry of Deeds to develop a package to protect the integrity ('official status') of data within the Registry compared to data that can potentially be sold again once it leaves the Registry through bulk sales or other means. All maps are now on microfilm. The bids have gone out for repainting the Deeds East office. Ms. Shearman is working with building maintenance to coordinate moving equipment during the painting. Chairman Merrill asked if lead testing is being done. Ms. Shearman said one negative lead test has already been done and another one will be done when the next walk-through takes place.
- 9) Treasurer Roy Gedat said his department was just finishing up with the 2011 audit. The cash situation has resolved itself for the time being with several towns paying their tax bills. Mr. Gedat has received some questions regarding payables and is still working through these questions.
- 10) Sheriff Wayne Gallant reported that all things are going well. Service calls are down. He thanked Geff Inman for the use of the Woodstock Fire Station for Chief Tripp's retirement motorcycle ride last weekend. The Sheriff stated the new Chief will be Hart Daley.
- 11) Chief Deputy Dane Tripp, retiring from the Sheriff's Department today, stated it has been a pleasure working with Oxford County for the past several years. He thanked everyone for all the help they have provided in the course of working

together. In typical fashion Chief Tripp cracked a couple jokes which got a good response from the other department heads.

- 12) Administrator Cole opened by thanking the Commissioners Clerk for taking and transcribing minutes. He apologized for the voice mail woes that everyone has been experiencing; ending with confirmation from others that the problem has been fixed. Mr. Cole went on to say that the challenges of making things work for Oxford County include putting out fires, keeping things moving and the continuing challenge of working on an multi-furcated approach to get things where they need to be for Oxford County in the long run. He re-stated some changes being discussed including policy reform, time clocks, and better anticipation by department heads of recurring agenda items for monthly meetings. Department heads will soon be requested to meet with Judy and Scott to review their budgets and five year capital improvements plan. This is the time to list vehicles, equipment and all other dream expenditures for the next five years. The Administrator asked them to be prepared to answer questions or provide additional information relative to budgets and capital plan requests. In closing, Administrator Cole reminded department heads that the 2013 operating budget proposal will be published and distributed October 5th.

Commissioner Jackson stated he appreciates everything the department heads do and that this particular part of the meeting keeps the Commissioner well informed. Commissioner Duguay echoed Commissioner Jackson's comments adding that he appreciates the initiative of the staff and how that initiative contributes to a great team. He wished the department heads good luck on their budgets. Chairman Merrill thanked everyone for their input and attendance and reiterated budget season is fast approaching and please be ready for it.

10:15 Executive Session

The Commissioners unanimously voted to enter executive session to discuss a litigation issue. They came out of executive session at 10:29 and took the following action.

Transfer of Undesignated Fund Balance and Allocation of Reserve Funds for 2011 Expenses

RESOLVED that an amount of \$101,400 be transferred from the county's undesignated fund balance to the Airport Fuel System reserve fund, retroactive to 2011, and

FURTHER RESOLVED that certain amounts from the reserve funds listed herein then be allocated for expenditures made in 2011, with additional actions as described:

<u>Reserve Fund</u>		
1)	Airport Fuel System	\$101,400.00
2)	Computer	\$ 3,000.00
3)	Federal Drug Money	\$ 2,714.07
4)	State Drug Money	\$ 1,161.52
5)	DARE	\$ 444.79 (closeout reserve after expense)
6)	U.S. Department of Energy	\$230,165.00 (closeout reserve after expense)
7)	Building	\$ 61,200.00
8)	Deeds West Surcharge	<u>\$ 9,000.00</u>
TOTAL		\$409,085.38

Resolution of adoption was moved by Commissioner Jackson and seconded by Commissioner Duguay as verbally presented by Chairman Merrill. The Commissioners unanimously approved the motion.

Transfer of Undesignated Fund Balance for 2012 Expenses.

*RESOLVED that an amount of \$125,000 be transferred from the county's undesignated fund balance to the Airport Fuel System reserve fund in 2012, and
FURTHER RESOLVED that an amount of \$125,000 be allocated from the Airport Fuel System reserve for expenditures incurred in 2012*

Resolution of adoption was moved by Commissioner Jackson and seconded by Commissioner Duguay as verbally presented by Chairman Merrill. The Commissioners unanimously approved the motion.

10:34 Treasurer's Report

Administrator Cole acknowledged and recognized the Treasurer's cooperation in coordinating the two previously adopted resolutions.

Treasurer Roy Gedat distributed his monthly report. Highlights include the following: a payroll review for the past week; a review of the cash position; and a monthly report including a list of Oxford County towns and when tax payments are received. This report is available on a daily basis. Casino checks have stopped coming supposedly pending action in the Governor's office. Follow-up MUNIS training is pending. Roy then noted that the two biggest salary budget lines, the dispatchers and Sheriff's deputies, are not broken out and changes occurring during the year are at best, difficult to decipher.

The Treasurer yielded the remainder of his report time to Charlene Chase of Bethel, who then offered her thoughts on current casino funds provided to the county, and applicable legislation which defines appropriate use. Ms. Chase and the Commissioners exchanged ideas and opinions during a brief discussion.

10:45 Executive Session

The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 11:15 and took no action.

The Commissioners unanimously voted to enter executive session at 11:16 to discuss labor negotiations (AFSCME). They came out of executive session at 12:05 and took no action.

12:05 PM Lunch Recess

Farewell to Chief Deputy Dane Tripp – Superior Court

The Commissioners, the Administrator, current and former staff and friends of Chief Tripp attended a retirement ceremony at the Oxford County Courthouse. Sheriff Gallant

and Captain Hart Daley made presentations to Chief Tripp after which everyone enjoyed conversation and a pot luck lunch provided by Oxford County employees.

1:17 Reconvene Meeting: Items for Discussion

1. Update from Maine County Commissioners Association: Administrator Cole stated that MCCA is now a stand alone organization with an interim director that would like to charge a higher administration fee (taken from the MCCA risk pool funds) to support organization operations and staffing. He further stated that at some point the organization's membership structure changed from a sixteen county/sixteen vote membership to a twenty-four vote membership with the addition of other organization factions such as EMA, rescue and law enforcement. Because not all counties send a representative from all factions this can result in some counties having more votes than other counties. When the question of revisiting the voting structure came up a straw poll was requested. The resulting vote was nine to seven in favor of returning to the original sixteen county/sixteen vote structure. This vote will occur again in October. Administrator Cole suggested the Commissioners write a letter to other county Commissioners requesting their stance on the voting structure as he believed that the majority of counties would like to return to the original structure. Chairman Merrill stated he had no problem expanding attendance to other factions but the voting should return to the original structure. Commissioner Jackson stated that the risk pool budget should not support MCCA. Administrator Cole further stated that the budget model that was presented at the meeting was poorly prepared at best. The Commissioners agreed to contact their fellow Commissioners in other counties.
2. Authorize EMA Acquisition of Incident Management Assistance Team Trailer thru State Surplus: The motion was made, seconded and unanimously approved to authorize the acquisition of the IMAT trailer. Commissioner Duguay commented that the purchase through state surplus saved the county about \$40,000. EMA Director Allyson Hill stated that the IMAT is back on track and the new trailer, formerly used by the Fire Marshall's office, is much more suited for IMAT use. Commissioner Duguay asked if the county was now disconnected from the Rumford IMAT vehicle. Director Hill said the Rumford vehicle was still available to use if needed, but it is not the ideal vehicle for its use. The two items from the Rumford IMAT vehicle that were Oxford County inventory items (a cell phone and air card) are being returned to Oxford County.
3. Authorize Acceptance of Emergency Management Performance Grant: Director Hill stated this grant is the vehicle for county reimbursement of EMA expenditures. A motion made by Commissioner Duguay and seconded by Commissioner Jackson to authorize acceptance of the EMPG was unanimously approved. The appropriate papers were also signed for the record.
4. Solicitation for Bids to Paint Registry of Deeds East Office: This is a work in progress. There will be a walk through on Thursday at 2:00 PM; a lead test will be

done; one guarded fear is the scope of work may change depending on what is determined during the walk through and as seventies vintage paneling is removed possibly revealing electrical (or other) work that may need to be addressed. Administrator Cole stated that Pat Shearman is the “conscience” of the building as far as historic preservation is concerned and any issues will be evaluated step by step to make the most appropriate decision in maintaining the historic integrity of the building.

5. Ongoing Masonry Repairs at Courthouse: This is a work in progress. Significant brick work on a second floor was done earlier this year following when an intrusion was discovered after a heavy rain in June. The current brick work is on the building corner. The mason was held up by lack of bricks and is working to match the color of the mortar.
6. 2012 Road Improvement Projects in Unorganized Territory: Following is an update on these projects.
 - Hunts Corner Road in Albany: Soliciting bids on Friday for repairs and paving to 4,700 feet from Stearns road to just past the Hutchinson Pond Road curves where the blasting was done earlier in the year.
 - Tyler Road in Mason: This project will be done at no cost to the county. Sappi Fine Paper has contracted with an earthwork outfit named Khiel to do the work. There is a construction meeting on August 30 which Administrator Cole will attend. The contractor will be picking up the tab for testing the steel strength of the bridge which has been in question.
 - Roger Farnum Road in Milton: This project was not budgeted. County has received a quote which the Administrator thinks is excessive. This project probably will not happen.
 - South Arm Road in townships north of Andover: This project, re-graveling upwards of the boat ramp, will be done before winter.
 - South Arm Road scenic turnout in Township C: see discussion earlier in the meeting under Public Comment at 9:08 AM.

1:43 Sheriff's Report

The Sheriff distributed several reports. Citing statute the Sheriff read a letter acknowledging the retirement of Chief Deputy Tripp, then appointed Hart Daley as the new Chief Deputy effective immediately. The Sheriff gave his reports on service calls, vehicle mileage and stated that the fuel budget line item will be in the red at the end of the year.

1:53 Jail Report

Jail Administrator Ed Quinn reviewed his reports stating fewer meals have been served this year compared to last year probably due to the court schedule this year; two year budget submissions were delivered yesterday; and the average daily population for August 2012 is 8.5 for 21 days compared to 9.5 last year for the full month. Capt.

Quinn presented a capital improvements plan budget through 2020. The Commissioners requested some foot notes or more detail on the capital plan at a future meeting. Commissioner Duguay asked for an explanation of the video arraignments. Administrator Quinn said video arraignments are down this year due to having a judge Monday, Wednesday and Friday this year.

1:55 Approve Job Description for Jail Corporal

After a brief discussion determining no one had any comments or changes to the job description as distributed, the motion to approve the job description was moved, seconded and passed unanimously.

1:57 Executive Session

The Commissioners unanimously voted to enter executive session with the county attorney and the Administrator for the purpose of discussing the Commissioners rights and responsibilities pursuant to Title 1 405(e). They came out of executive session at 2:07 and took no action.

The Commissioners unanimously voted to enter executive session at 2:08 to discuss a personnel matter with the county attorney and other individuals present. They came out of executive session at 2:15 and took no action.

The Commissioners unanimously voted to enter executive session at 2:16 to discuss a personnel matter unrelated to prior executive session topics. They came out of executive session at 2:40 and took no action.

The Commissioners unanimously voted to enter executive session at 2:41 to discuss a personnel matter with the county attorney and other individuals present. Certain individuals departed the executive session prior to its end. The Commissioners came out of executive session at 3:30 and took no action.

3:40 Personnel Actions

In the matter of personnel actions within the Sheriff's Department, the following motion is endorsed or approved as applicable:

- The appointment of Captain Hart Daley of Dixfield as Chief Deputy;
- The promotion of Lieutenant Chris Wainwright of Canton to Captain of Criminal Investigation Division;
- The promotion of Corporal Brian Landis of Paris to Lieutenant in Criminal Investigation Division;
- The hiring of one full-time deputy and one reserve deputy, contingent on completion of applicant testing.

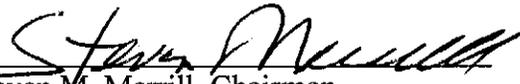
The motion was moved, seconded and unanimously approved.

3:45 Airport Matters

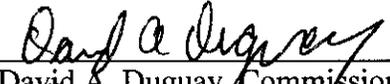
There is an August 31st deadline for applying for federal money to keep the Capital Improvement Projects alive. The Administrator stated there are several projects that need attention: paving the parking lot, a property survey, repair the beacon lights, repair the apron; improve the airport access road; and putting a higher fence around the fuel system. The Administrator will be meeting with Todd Sawyer on Friday regarding several of these projects. The Commissioners consented to move forward with several projects and to put in for federal money for the Oxford County Airport.

7. County's Role in Future Operation of Maine Land Use Planning Commission LUPC: A permanent executive director has been appointed; as of August 30th LURC will become LUPC; no action is required at this moment but Oxford County will need to be more involved at some point; Administrator Cole suggested it might be a good role for Glen Holmes to keep Oxford County's input on zoning and planning regulation in the works.
8. Identify Date/Time for Special Meeting During Week of September 10: The new date for the September Commissioners meeting will be September 12th at 9:00 AM; Department Head meeting at 9:30; meeting adjourning at noon.
9. Administrator Task List: The list has not been updated but things are in constant motion. The major topics that need addressing are terminating "Instapay", time clocks and policy review/revision.
10. Current fuel prices: Commissioner Duguay reported on the current fuel pricing sent by C N Brown.
11. Minutes for July 31: Commissioner Duguay requested one change in the draft. The minutes were then unanimously adopted with the requested change.

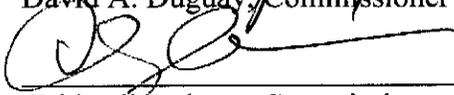
No other bills or accounts were given consideration on the 21st day of August, 2012. The Commissioners adjourned at 4:05 PM.



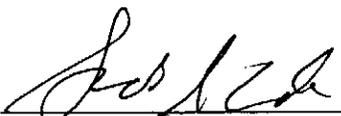
Steven M. Merrill, Chairman



David A. Duguay, Commissioner



Caldwell Jackson, Commissioner



Scott G. Cole, Administrator