

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 April 16, 2013 being a regular session, there were present:

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

Various county employees, media representatives, and county residents were present at different times throughout this session.

9:03 Pledge of Allegiance was recited.

9:04 Approve Minutes of Meetings Held February 5, February 19 and March 19: February 5 meeting minutes were unanimously approved as presented. February 19 minutes were tabled until later in the day as time allows. March 19 minutes were tabled until May 21.

9:10 Adopt Agenda: April 16th agenda was unanimously approved as presented.

9:11 Public Comment: There was no public comment.

9:12 Items for Discussion and Action:

1. Update from Maine County Commissioners Association: Commissioner Merrill thanked Commissioner Jackson for filling in for him in Augusta. Commissioners and Administrator Cole entered into a lively conversation regarding various votes and topics of interest discussed at the April 10 MCCA meeting. Two votes separated a decision on association membership. Other topics covered included arrangements between MMA and MCCA; a distinction between MCCA membership and MCCA board; new Director Rosie Kulow. Administrator Cole covered current legislative bills:
 - LD 18 – Casino funds diversion, defeated;
 - LD 211 – Figuring county growth factor, carried over to next session;
 - LD 397 – UT budget filing date, defeated;
 - LD 550 – to appoint judge and registers of deeds and probate, defeated.
 - LD 559 – to raise deeds filing fees, counties are not united on this bill;
 - LD 1149 – workers comp eligibility expansion for corrections officers, defeated in committee.

9:34 Department Heads: Department heads met with Commissioners to discuss a variety of topics, some being unique to specific departments and other topics being of concern to several or all departments.

1) Jail Administrator Captain Ed Quinn gave a lengthy overview of current and on-going turmoil at larger jails and State Board of Corrections (BOC) resulting in more meals served, overtime and transportation demands at Oxford County Jail (OCJ). He also covered these additional topics:

- Training two reserve officers approved last November
 - Robert Smith
 - Libby Parr
- Opening advertising, for reserve officers and a full time position that will be vacant when Sgt. Kerr retires, July 31 - last planned working day
- James Norton: Graduated from Basic Academy for Corrections on April 5. Sheriff Wayne Gallant and Captain Quinn attended his graduation ceremony. Cumberland County provided an excellent ceremony for graduates. Well attended by families and friends, and command staff.
- Captain Quinn requested to be on the BOC agenda to present a signed County Commissioners agreement to move ahead and seek a mission change.
- April 26th, Rod Miller, consultant with/for National Institute of Corrections will be at OCJ for the 2nd planned visit and workshops for 72 hour jails - Franklin and Oxford - to establish the BOC requested analysis of housing occupancy needs, changes, staffing and programs. His reports will be presented to BOC committees.

Commissioner Jackson requested an estimate on how much it would cost for Oxford County to operate OCJ on its own. Captain Quinn responded with an estimate of \$365,000 in addition to \$187,073 plus current expenses of approximately \$1,400,000. Oxford County currently pays into BOC.

2) Systems Administrator Al Larrivee said everything is running smoothly and the budget is on track.

3) RCC Director Jim Miclon highlighted the following activities.

- Scott, Judy, Geff, Annalee, Debra, and Jim worked on payroll portion of RCC budget.
- Very successful third Annual Communications Conference.
- Awards given to Al Larrivee, Geff Inman, and Terri Littlehale.
- Fourth week of electronic time cards seems to be working well.
- Dealt with several employee issues.
- Requesting two Rumford police officers be hired as reserve dispatchers.
- Setting up multiple training classes for staff on Wednesdays in May.

- Strengthened “Explosion Protocol” issues.
- Handled West Paris Fire Department “Tone” issue.
- Director Miclon will be traveling to Gray, Cumberland, and Lewiston/Auburn centers in the coming weeks.

4) Assistant to the RCC Director Geff Inman reported on the following:

- Backup dispatch trailer is in service
- Proposed Commissioners site visit on May 21, 2013
- 3rd Annual Communications Training Conference April 6, 2013 at Lovell Fire Station was very successful.

Administrator Cole inquired whether or not RCC saw a need to hold conferences every year. After some discussion regarding how well received conferences are by county agencies and additional interest by some speakers to attend next year, it was determined these conferences have high value and will more than likely be planned every year for the near future.

5) EMA Director Allyson Hill stated Hazard Mitigation Plan Grant (HMPG) funding has been made available to communities and county schools have applied for the revised Homeland Security Grant Program (HSGP) funding. Ms. Hill confirmed that all EMA staff will be attending the Maine Partners in Emergency Preparedness Conference April 23rd and 24th and two EMA staff will be attending the Aziscohos Dam Tabletop, April 30th in Gorham, NH. This table top initiated a brief discussion during which Geff Inman stated RCC is working with EMA to update all Oxford County dam protocols. Ms. Hill distributed a monthly activity report listing recent and planned EMA activities.

EMA Activity Report

- Rumford Elementary Tabletop exercise held
- Hazmat Operations course held at Paris Fire
- Local Emergency Planning Committee (LEPC) meeting held at Bethel Fire
- Hazmat Operations course held at Bethel Hill FF I & II training
- Hebron Station School Tabletop exercise held
- Communications Team Meeting held
- Staff attendance and assistance with 3rd Annual Communications Training Conference
- Agnes Gray Elementary Tabletop held
- State Emergency Response Commission (SERC) and Team Chief Meeting attended
- Continued coordination to support Bethel Hill FF I & II training
- Meeting at Telstar regarding upcoming Distracted Driving presentation

- Coordination with county schools on revised Homeland Security Grant Program (HSGP) funding opportunity
- Closeout of Hazard Mitigation Plan funding and reporting
- Regular meeting attendance: LEPC, NOMA, WMFA, MEMA County Directors Meeting

Upcoming Activities

- Maine Partners in Emergency Preparedness Conference (April 23rd & 24th)
 - Taskbook updates for County Communication Unit Leaders (2 required per county)
 - Telstar Distracted Driving Presentation (April 25th)
 - Aziscohos Dam Tabletop (April 30th, Gorham)
 - Communications Team Coordination of American Lung Association Cycle to Seacoast (May 4th & 5th)
 - Vigilant Guard planning meeting (May 8th & 9th)
- 6) Register of Probate Jennifer Dilworth stated things were going smoothly in the Probate office. There are currently ten adoptions pending and passport applications are up by \$1,000 due to the passport flyer that was developed to draw interest.
 - 7) Treasurer Roy Gedat opened by stating that all revenues are overstated. RHR is currently doing an audit and corrections will be forthcoming. The county is currently requesting bids for auditing services that will culminate in the chosen firm starting on jail and UT audits. Mr. Gedat brought up comp time. The Treasurers office does not track comp time but would like to avoid any potential problems. Administrator Cole stated there is a max of forty hours of comp time to be held on the books and it should be used within ninety days of accrual. He further stated department heads are responsible of keeping track of comp time.
 - 8) Assistant Administrator Judy Haas presented a spreadsheet of current expenditures and revenues as of March 31, 2013. At Chairman Duguay's request Ms. Haas gave a line by line explanation of expenditures to explain the overage for the first quarter in department 1020 - Commissioners, as an example of what department heads should be prepared to provide each month during these meetings. This is an addition to department head meetings and those prepared to speak to their budgets today did so. Commissioner Merrill stated he had reviewed the budget spreadsheet and noted that most departments are in line with the first quarter projections. Captain Quinn stated his appreciation for time Ms. Haas spent helping him to better understand the jail budget and how to figure monthly projections. Jim Miolon also appreciated the time spent with the Administrator and Assistant Administrator in reviewing the RCC budget prior to today's meeting.
 - 9) County Administrator Scott Cole stated the county will be updating the employee policy manual. He also noted the airport tour schedule for the OCMOA meeting Wednesday, April 24th.

Commissioner Merrill commended the department heads for the good job on the budget. Commissioner Jackson and Chairman Duguay agreed and thanked staff for their hard work.

Captain Quinn notified the Commissioners of an article, for which he provided comment about jail operations in Oxford County and the state will be coming out in the Advertiser Democrat.

10:31 Commissioners took a short break.

10:40 Treasurers Report

Treasurer Roy Gedat highlighted the following:

- Overtime payroll has been low over the past two weeks;
- Two TAN withdrawals have been processed;
- TD bank account is now closed;
- Investment policy to be reviewed for discussion next month;
- Fund balance policy - suggesting it be held at fifteen percent of the total operating budget, or \$885,000;
- Setting a grants policy;
- Gaining better control of accounts payable;

Treasurer Gedat commented on how well EMA Director Allison Hill tracks various grants. At the end of last year there was only a seventy-five dollar difference between the MUNIS grant tracking and records kept by Ms. Hill.

Commissioners agreed on the fund balance recommendation stating it was consistent with previous discussions held regarding how to best use casino revenues. There was much discussion on payables covering many options including a 30 day wait period and twice a month payables. The majority of deliberation was over how contractors expect to be paid. Mr. Gedat was most concerned with slowing down the rate of disbursement. There was general consensus on short notice payment needing either two Commissioners' signatures or the Administrator's and one Commissioner's signatures.

- Resolution re Casino Reserve and its Utilization to Finance Police Vehicle Purchase: Commissioner Jackson made the following motion with Commissioner Merrill seconding the motion. The motion carried unanimously.

WHEREAS the 2013 general fund budget of Oxford County identifies the purchase of 10 police vehicles, intended to replace existing inventory and;

WHEREAS, this budget calls for utilization of the Casino Reserve to provide 100% of funds necessary to procure vehicles, and subsequently outfit them prior to deployment and;

WHEREAS this budget also calls for repayment of principal, only, to the Reserve over a 3-year period through taxation and;

WHEREAS a competitive bid process has been conducted, vendors have been identified, and total cost of procurement is now more closely calculated; therefore be it

RESOLVED that the Treasurer shall cause repayment to the Reserve to occur in the annual amount of \$83,333, said amount drawn from the general fund in the month of December in 2013, 2014, and 2015, and just prior to closing the books for that year and following receipt of town tax payments.

(It is noted that the first of three annual repayments as described herein can be found in the Sheriff's Office/Capital section of the county's 2013 general fund budget. The published figure of \$91,667 is based on an original, estimated total cost of \$275,000.)

11:15 Sheriff's Report

- Approve Semi-Annual payment (\$93,536) to Board of Corrections Investment Fund: The Commissioners engaged in a brief discussion regarding options for paying the remaining payment to BOC. The motion to make the remaining payment was made, seconded and unanimously approved.

11:20 Executive Session to Discuss Labor Negotiations: The Commissioners unanimously voted to enter executive session to discuss labor negotiations relative to OCDA. The Commissioners came out of executive session at 12:15 PM and took no action.

12:15 Recess for lunch

1:00 Reconvene Meeting in Commissioners Courtroom

1:05 Discussion with Register of Deeds West: Discussion opened with Administrator Cole stating sponsorship for legislation proposing the elimination of the Deeds West office was pulled after filing. This is now a dead issue. A discussion among Commissioners, Register of Deeds West Jean Watson and Administrator Cole centered around the current usage of the county deeds office in Fryeburg; status of records preservation; Fryeburg deeds office use by surrounding town offices; current status of building repairs and/or roof replacement; and the possibility of combining the two registries. Chairman Duguay proposed to keep the dialogue alive, invite folks from nine towns that use the registry to participate and explore all options one of which is no change. The Commissioners thanked Ms. Watson for coming to the meeting. Commissioner Jackson asked Ms. Watson how much longer she planned to serve as Register of Deeds. Ms. Watson stated she plans to run for two more terms.

1:40 Items for Discussion continued

1. MCCA re Legislative Initiatives continued from earlier:
 - LD 559 – to increase deeds filing fees;
 - LD 1138 – appeals to the Maine Labor Relations Board was killed;
2. Interaction with Androscoggin Valley Council of Governments: tabled until later in the meeting.
6. Execute Letter of Endorsement re *The Cupboard Collective of Good Shepherd Food Bank*: Duly executed.

2:03 Executive Sessions Pertaining to the Unorganized Territory: The Commissioners unanimously voted to enter executive session to discuss the following UT interests.

- Discuss Negotiations re Albany Basin Road Properties
- Discuss Negotiations re Hutchinson Pond Road Properties

The Commissioners came out of executive session at 3:05 PM and took no action.

Note: The following executive session topics were tabled until May 21.

- Discuss Negotiations re Road Maintenance Contracts
 - Hunts Corner Road Rehabilitation
 - All Townships

Mr. Cole distributed a booklet, prepared by Crystal Aylward, containing records of bills paid for UT road work from 2010 to 2013. He commended the excellent job Ms. Aylward did preparing the document.

3:08 Items for Discussion continued

2. Interaction with Androscoggin Valley Council of Governments: This topic was a point of information requiring no action. The discussion was initiated in reference to Administrator Cole's request of EMA for county maps. EMA Director Allyson Hill stated her difficulty in getting a response from AVCOG regarding the maps and additionally described difficulties EMA had with AVCOG relative to developing and finalizing Oxford County's Hazard Mitigation Plan. Administrator Cole further stated his disappointment with AVCOG's lack of response to his LURC response letter mentioning working with AVCOG to address issues that may arise in Oxford County UT.

Chairman Duguay suggested inviting AVCOG to a Commissioners meeting.

3:24 Executive Session to Discuss a Personnel Matter: The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 3:50 and took the following action.

The Commissioners voted unanimously to approve hiring Matthew Desroches of Mexico and Tracey Higley of Rumford as part time dispatchers.

There was a brief discussion on the Communications Governing Board (CGB) and the vacant position to be filled by a municipal representative appointed by the Commissioners. Commissioners requested Director Miclon suggest some names to fill the vacant seat on the CGB.

3:52 Items for Discussion continued: The following items were intentionally taken out of order.

3. Discuss Hiring Process for One Victims-Witness Advocate Position: Local prosecutors Dick Beauchesne and Joe O'Connor spoke in support of hiring a second victims-witness advocate to assist in handling the increased case load in Oxford County. The Commissioners unanimously approved the posting for the position.
12. Update Employee Mileage Reimbursement Rate: Commissioners unanimously voted to keep the mileage rate the same at fifty cents per mile.
10. Execute Agreement with MDOT re Contractor Equipment and Potential Damage to UT Roads: Commissioners unanimously voted to execute the agreement.

4:15 Executive Session: Commissioners unanimously elected to enter into executive session to discuss labor negotiations re OCDA. They came out of executive session at 4:57 and took the following action.

Commissioners unanimously voted to adopt amendments to personnel policy Section 19 regarding preparation of timesheets.

5:00 Items for Discussion continued: The following items for discussion were briefly reviewed and duly noted by the Commissioners.

5. Consider Replacement of Certain Items in Commissioners' Courtroom
7. Review Communication from Town of Bethel re Operation of OXBAR
8. LUPC Notice of Subdivision Application – 4 lots, Lincoln Plantation
9. MDOT Notice of Large Culvert Replacement – Rt. 26, Grafton Township
13. Participation in March 22 Western Maine Active Communities Conference
14. Consider Ideas to Alter Design of Meeting Agenda.

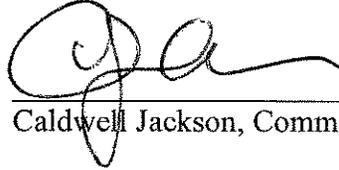
The following items for discussion were noted as works in progress.

16. Review Commissioners' 2013 Goals and List of Recurring Agenda Items
17. Administrator Task List

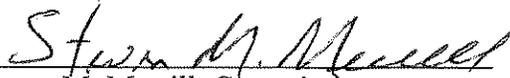
No other bills or accounts were given consideration on the 16th day of April 2013. The Commissioners adjourned at 6:15 PM.



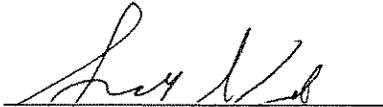
David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner


Scott G. Cole, Administrator