

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:01 AM on July 31, 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 June 19 and July 5: After a brief discussion on the changes to the June 19 minutes requested by Commissioner Duguay, a motion was made and seconded to adopt the minutes for the June 19 Commissioners meeting with the amendments presented. The vote was unanimous. A motion to table the approval of the meeting minutes for July 5 was made, seconded and unanimously approved. After a short discussion regarding the actual wording of a motion made at the July 5 meeting, the Administrator stated that the July 5 minutes will be revised to reflect the correct wording of the motion.

9:06 Adopt Agenda: The agenda was unanimously adopted as presented.

9:08 Public Comment: The Chairman asked for public comment. Jane Rich of Andover requested the Commissioners address clearing the trees to restore the view at the scenic turnout in South Arm along Spruce Ridge, stating that she had been approached by fellow Andover residents. The turnout used to provide a view of Roxbury Pond and the satellite station. However due to trees growing up there is no longer a view even though there is a sign for the scenic turnout. The Commissioners agreed to take it under advisement. The Administrator said that Andover Road Commissioner Marshall Meisner could probably take care of the necessary cutting that needs to be done. Jane Rich extended an invitation to Andover Old Home Days being held on August 4.

9:10 Public Hearing-Winter Closing of Certain Roads in the Unorganized Territory (UT): Pursuant to Title 23, every ten years the status of the roads in the UT must be reviewed and updated to reflect current winter closures and summer maintenance. In accordance with the law, Chairman Merrill declared a public hearing open. The final report confirmed existing road closures for winter maintenance. There were no changes to the current winter closures and summer maintenance schedules. The report listed a total of 56 miles of UT roads in Oxford County of which 47.67 are maintained year-round and 8.33 miles are maintained in the summer only. With no public comment, the

motion was made and seconded to accept the document as written pursuant to Title 23. The motion passed unanimously. The Chairman declared the public hearing closed. Commissioner Duguay thanked the Administrator for attention to this formality and stated his appreciation for the good work done. The Administrator commended all those who participated in the process, noting with pride that the Commissioners' office manages the UT with no dedicated staff, unlike other similar counties with two or more full time staff. (See the attached UT Mileage Final Report.)

#### 9:11 Items for Discussion and Action

1. Update from Maine County Commissioners Association: It was confirmed that Timothy Leet is no longer with Howe and Cahill and is the Executive Director of MCCA. The Administrator said the question came up at the last administrators meeting regarding the legal status of MCCA with no clear answer being given. Commissioner Jackson wondered what the cost to operate MCCA will be a year and a half from now compared to the current costs. The Administrator stated the current costs to the county are \$8,765 dues and \$76,440 in insurance premiums. Chairman Merrill and Commissioner Jackson expressed their disagreement with the direction the organization has taken.
2. Appointment to Board of Assessment Review (OXBAR): Prior to the meeting, Robert Everett of Bethel expressed interest in sitting on the board of OXBAR and inquired whether or not there were specific qualifications for the position. After a brief discussion, the motion was made, seconded and unanimously approved to appoint Robert Everett to the board of OXBAR. There was a short discussion on how the OXBAR hearings are conducted with the following suggestions;
  - provide board members with guidance documents on how to hear cases;
  - develop a set of bylaws;
  - address the informality of hearings; and
  - provide regular OXBAR status reports to Commissioners.
3. Budget Committee Caucuses-Locations and Notification Process: A brief discussion ensued regarding how selectmen will be notified of when and where the Budget Committee Caucuses are held. Notification is usually sent to the town offices but that does not necessarily mean that the selectmen themselves receive the notice. It was unclear how to resolve this issue, however notices will still be sent to town offices. The Budget Committee Caucuses are scheduled as follows:
  - District 1 - Lovell Lions Club, August 29, 6:00 PM;
  - District 2 - Rumford Town Office (lower conference room) August 29, 6:00 PM;
  - District 3 - Oxford County Courthouse Commissioners Room August 29, 6:00 PM.

### 9:30 Department Heads

- 1) Jail Administrator Ed Quinn stated it had been a busy month with the weather, the casino opening, the 250 race, the Saco River being very busy and general summertime good weather prompting more drinking and partying. No more prisoners are being accepted at Androscoggin as of July 24 because the jail is full. Being summer and vacation time for staff, overtime is an issue this time of year. However, several applicants are in the background check stage of hiring and Ed said he would be coming back to the Commissioners to approve hiring more part time people to address overtime concerns. Ed provided a copy of the "Jail Standards" report to the Commissioners for their review. He also warned that there may be an increase in head count and meals served at the jail due to the necessity of keeping inmates because they cannot send them elsewhere. James Norton of Lisbon has started on the job and is picking up shifts to eliminate overtime.
- 2) Chief Dane Tripp said the Sheriff's office has been inundated with parades, foot races, the 250 race and basic summertime activities. They are in the process of interviewing three part-time deputies to address overtime issues and has interviewed an intern from Husson College who could work one hundred hours at Oxford County as part of her education requirements.
- 3) EMA Director Allyson Hill reported on the recent EMA activities starting with the Hazard Mitigation Plan. All towns in Oxford County signed the resolutions of adoption and the signature pages and plan have been submitted to the state which will submit the documentation to FEMA for final approval. Gilead has a flood plain management resolution and is working on the other two requirements to be NFIP compliant. Radios through the Motorola pool buy have been delivered to the EMA and all but five groups have paid for and picked up their radios. EMA Planner Becky Secrest reported on the Youth Preparedness Conference she attended in Boston in early July to learn about other resources available for getting emergency planning education in schools. The CERT Jamboree organized by Androscoggin County will be held September 7, 8, & 9 at the Schoodic Education and Research Center. Assistant to the RCC Director Geff Inman and Deputy EMA Director Teresa Glick received their Ham licenses. The brief discussion on what Ham stands for resulted in a suggestion from Sheriff Gallant (after Googling the term) that it stands for Hertz, Armstrong and Marconi, all well known radio technology pioneers.\* Roxbury is interested in getting a Hazard Mitigation Grant to get their roads up to standards. There was recently a site visit to all Roxbury projects identified in the Hazard Mitigation Plan and a grant writing workshop is planned at the Roxbury town office in later August. The Communications Team will provide safety and communications services for the MS Great Maine Getaway on August 4 & 5. Other activities include a bus rollover exercise in Woodstock in October and a dam failure exercise in Norway. Planning meetings are scheduled for all exercises on the calendar. Forty-one elected officials attended the G402 class held July 16

and reports have been favorable stating that various attendees found the class very worthwhile.

\*Editors Note: Follow this link for more theories of where the term "ham originated."  
<http://www.w7eca.org/whyham.htm>

- 4) Systems Administrator Al Larrivee reported the recent purchase of one new and three refurbished laptops is working out well. The new laptop is a G-Tech and seems to be compatible with all in-house systems and at a considerable savings compared to Panasonics. Other activities revolve around putting out proverbial fires and an upgrade on the server. The budget looks good for the rest of the year.
- 5) Assistant to the RCC Director Geff Inman reported on the various ongoing and scheduled training. Eleven Ham radios that were received through grants are tentatively schedule to be placed in Brownfield, Denmark, Fryeburg, Lovell, Dispatch Center, Dixfield, Rumford, Andover, Upton, Cupsuptic Campground and Bosebuck Camps. Eventually every fire station will also have a Ham radio. The pad and pole are set for the back-up dispatch. The RCC is working on administrative policies and procedures for the mobile dispatch response team and the emergency communication dispatch trailer. The new tone being heard over the communications radio is a way of confirming that the signal is transmitting on all towers. The test tone is done at 7:00 PM on Mondays. The Administrator inquired on the status of removing the antennas from the Courthouse. The project is still in the works. The option of having shorter antennas that would be less obvious or not visible from the front of the building is also an option.
- 6) RCC Director Jim Miclon stated that his mileage budget would be over but the budget should balance out in the long run. Grant money is dwindling down. With a deadline of August 2014 to expend grant money some projects will be put off until next year. In June the RCC received forty percent more calls than last June. July reflected a fifteen percent increase over last year. Jim is using part timers to act as call takers and has a lead on three more people trained for part time. The old equipment is being organized to advertise it for sale at the end of the month. Jim estimates the equipment value at a few thousand dollars.
- 7) Sheriff Wayne Gallant stated his budget is at fifty-eight percent for the year and suggested putting more money in the fuel budget for next year. The Administrative Assistant line item is over budget due to overtime. The Sheriff received radios worth approximately \$20,000 for a mere \$320 of county funds through a grant process arranged by the EMA office.
- 8) Treasurer Roy Gedat stated that because cash is low payables would be held back. He asked for comments on the budget reports he sends out monthly the Friday before the Commissioners meetings. Roy also brought up that pursuant to statute, revenue received from the casino could only be spent to mitigate costs associated with the casino.

- 9) Register of Deeds East Pat Shearman said her work load has increased due to the casino and therefore that would justify spending casino money in her department. The leak in the roof that caused water damage in the Deeds East office has been repaired. However the wall shows signs of damage and suggested that capital expense money be spent to address the damage to avoid more serious problems later. Ms. Shearman expressed frustration with the phones and the email program of late stating the email issue is due to the disparity of Microsoft systems being used throughout the building. The Administrator confirmed Ms. Shearman's comments, stating a solution is planned and will be included in the 2013 budget. The cost to fix the problem is just under \$20,000. The Maine Registry of Deeds portal is up and running at [www.maineregistryofdeeds.org](http://www.maineregistryofdeeds.org). ACS needs to work on a better response time for trouble shooting problems when help is requested. The RFP for painting in the Deeds office is on the Administrators desk awaiting action.
- 10) Administrator Scott Cole stated that he is working on a list of concepts for legislation that needs changing with the express purpose of sitting down with the county delegation before cloture. He requested comments, suggestions or other input from department heads within the next sixty days. Scott also asked department heads to give some thought to a five year capital plan for their departments, noting that they will be looked at in conjunction with the budget reviews. Budgets are due out on October 5. Instapay will be eliminated. Mr. Cole will be married on Friday August 4.

Commissioner Duguay expressed his appreciation for all the hard work and everyone's efforts to keep their budgets in line. He encouraged department heads to be creative when developing next year's budgets with the hope of being able to afford pay increases for next year. Commissioner Jackson expressed his concern that casino money cannot be used for pay increases at the county level so he was not sure about raises for next year. Chairman Merrill said try to work your budgets like they do at the state but keep it above board.

The department head session ended at 10:38 and the Commissioners took a short break.

10:47 Treasurer's Report: Treasurer Roy Gedat distributed a report highlighting payroll, payables, cash position and operations. He said all the payroll adjustments for the Corrections contract have been booked and last week's higher payroll reflected those adjustments. Sub accounts are restricted funds and this is where the casino revenue will show up on line item 1000-172. The Commissioners requested a copy of the printouts a day before the Budget Committee caucuses. Roy requested the Commissioner give him a timely reminder to prepare the reports. Probate is now doing on-line billing and that is working out well. Roy expressed his concerns with the current cash situation and further encouraged changing the fiscal year. Roy stated he has initiated a conversation with the bond counsel in case the county needs to borrow money. After a request for more in depth conversation and a brief discussion about changing the fiscal year, Administrator Cole said "We are where we are and we will be

where we will be.” He also added that a little more pessimism in revenue projections would be prudent.

10:56 Sheriff's Report: Sheriff Gallant stated that calls for service are down. He gave a quick overview of the vehicle reports and requested permission to hire the full time corrections officer James Norton retroactive to July 29 and reauthorization of deputy commissions. The motion was made and seconded to hire James Norton effective July 29 and unanimously passed. The Commissioners signed the Deputy Commission authorizations for Thomas Harriman of Bridgton, Douglas Maifeld of Rumford and Danielle Welch of Bridgton, Brian Landis of South Paris and Christina McAllister of South Paris.

11:05 Executive Session

The Commissioners unanimously voted to enter executive session to discuss labor negotiations (OCDA). They came out of executive session at 11:29 and took no action.

11:30: The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 12:04 and took no action.

12:05: The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 12:50 and took no action.

The Commissioners took a short break.

1:05 The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 1:28 and took the following action.

1:29 Commissioner Duguay made a motion to increase Captain Quinn's salary to \$51,000 which is covered in the current jail budget. Commissioner Jackson seconded the motion. The motion was passed unanimously.

1:30 Personnel Actions: Electronic timekeeping and policy review, amendment and expansion remain on the agenda but there was nothing new to report at this time. The Commissioners reviewed the current state, federal and county mileage reimbursement rates and unanimously voted to keep the county mileage reimbursement rate at \$0.50 per current county guidelines.

1:38 The Commissioners unanimously voted to enter executive session to discuss RCC shift scheduling as it relates to impact bargaining as required in current labor agreements with AFSCME. They came out of executive session at 2:14.

2:15: Commissioner Jackson made a motion to authorize the Administrator to spend \$1,800 as a down payment on an Oxford Aviation related mediation session on August 30<sup>th</sup> for which two Commissioners are scheduled to attend. The motion was seconded and passed unanimously.

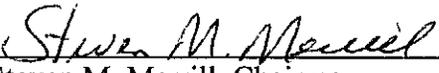
2:18 Communication from Robert Brown of Upton regarding Umbagog National Wildlife Refuge (UNWR): Robert Brown of Upton, Fred King of Colebrook, NH and Treasurer of Coos County NH, and Mike Lewitt of Upton brought to the Commissioners attention the land purchasing activity of the Umbagog National Wildlife Refuge in and around Lake Umbagog. In their opinion, by purchasing increasing amounts of land previously on town tax rolls, the viability of Upton and other communities in New Hampshire are in jeopardy of being dissolved. In the case of Upton, if dissolved, it would then become an unorganized territory and the county's responsibility. Mr. Lewitt gave a lengthy presentation of the history of the activity and the impact it has had on the timber industry, tourism and town tax revenues in both New Hampshire and Maine. He will be meeting with the North County Council on August 8 to suggest that an RFP be issued for an economic impact study on the project. The Commissioners reviewed several maps showing what has currently been purchased and what is projected to be purchased by the UNWR. Commissioner Jackson inquired if they had taken their concerns to the Governor of Maine. They have not yet done that. The three gentlemen offered to keep the Commissioners informed of up-coming actions and activities relative to the issue and welcomed their input and participation in responding to the actions of UNWR.

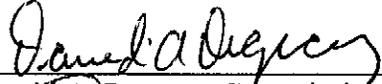
3:00 Items for Discussion and Action:

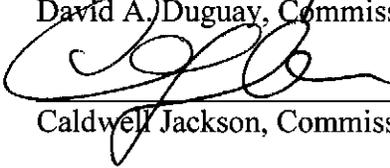
4. Consider Request for Improvements to Poland Road in Milton Township: tabled.
5. Kennison Ridge Timber Sale Operated by USFS – Tyler Road, Mason Township: Sappi got the bid.
6. Invitation to Attend Annual Meeting of Eastern Slope Airport Authority in Fryeburg – August 17; The Administrator would like to attend.
7. Attendance at Maine Town, City, County Management Association Event in Newry – August 22: The Administrator plans to attend.
8. Meeting with Municipal Police Chiefs Confirmed for September 18 at 1PM: Just an FYI.
9. Recurring Monthly and Non-Monthly Agenda Items: The Administrator provided a list of these items to the Commissioners.
10. Administrator Task List: Recurring item.

The Administrator reminded the Commissioners that the August 21 meeting will be a truncated meeting going into executive session at 2:00 PM to discuss an employee matter.

No other bills or accounts were given consideration on the 31<sup>st</sup> day of July, 2012. The Commissioners adjourned at 3:06 PM.

  
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Steven M. Merrill, Chairman

  
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David A. Duguay, Commissioner

  
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Caldwell Jackson, Commissioner

  
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Scott Cole, Administrator

Oxford County Unincorporated Territory  
 Road Maintenance Mileages Adopted by the Commissioners July 31, 2012

DOT #	ROAD NAME	Year-Round Miles	Summer Maintenance	Total County	Starting Node	Ending Node
	<b>Albany TWP</b>					
00980	Andrews Road	0.53		0.53		
00725	Baker Road	1.89		1.89		
00485	Barton Road	0.31		0.31		
03833	Birch View Road	0.27		0.27		
00734	Dresser School Road	0.21	1.41	1.62	34069	34065
03832	Garden Way	0.06		0.06		
01876	Grover Road	0.34		0.34		
00729	Hatstat Road	0.26	0.56	0.82	34887	35661
00723	Hunts Corner Road	5.31		5.31		
01952	Hutchinson Pond Road	2.21		2.21		
02026	John Grover Road Ext.	0.05		0.05		
01993	Johnson Road	0.24		0.24		
03834	Luneau Lane	0.09		0.09		
01875	Lynchville Loop	0.15		0.15		
00979	Mosquito Pond Road	0.00	0.14	0.14	35900	34978
01270	Mountain Road	0.20		0.20		
01807	Old West Bethel Road	0.67		0.67		
01239	Parsonage Hill Road	0.40		0.40		
00730	Patte Brook Road	0.76		0.76		
00731	Picnic Hill Road	0.95	0.67	1.62	35661	34009
03831	Robinson Road	0.15		0.15		
02026	Sawin Hill Road	1.99		1.99		
00981	Stearns Road	0.43		0.43		
01217	Sumner Bean Road	0.43		0.43		
02224	Thurston Hill	0.21		0.21		
00552	Vernon Street	3.59		3.59		
01241	Wardwell Road	0.86		0.86		
02224	Woodmans Loop	0.27		0.27		
	<b>Subtotal</b>	<b>22.83</b>	<b>2.78</b>	<b>25.61</b>		

Oxford County Unincorporated Territory  
 Road Maintenance Mileages Adopted by the Commissioners July 31, 2012

DOT #	ROAD NAME	Year-Round Miles	Summer Maintenance	Total County	Starting Node	Ending Node
	<b>Mason TWP</b>					
01153	Bog Road	0.40		0.40		
00721	Flat Road	0.45		0.45		
00724	Grover Hill Road	0.52		0.52		
01181	Kings Highway	2.38		2.38		
01182	Meadow Brook Bridge Road	0.74		0.74		
01180	Smith Farm Road	0.42		0.42		
00724	Tyler Road	0.55	1.5	2.05	35648	32672
	Subtotal	5.46	1.5	6.96		

<b>Riley TWP</b>						
00310	Sunday River Road	1.08		1.08		
01159	Coburn Fields Road (twin bridges only)		0.08		5855	792
	Subtotal	1.08	0.08	1.16		

<b>Milton TWP</b>						
01084	Buck Road	0.22		0.22		
00432	Concord Pond Road	1.02		1.02		
03836	Dudley Road	0.10		0.10		
01718	Hemingway Road	0.27		0.27		
00429	Milton Road	3.32		3.32		
00426	Roger Farnum Road	0.63		0.63		
02334	Sierra Drive	0.22		0.22		
	Subtotal	5.78		5.78		

<b>Andover North Surplus</b>						
00306	East B Hill Road	3.70		3.70		
01889	South Arm Road	3.54		3.54		
	Subtotal	7.24		7.24		

Oxford County Unincorporated Territory  
 Road Maintenance Mileages Adopted by the Commissioners July 31, 2012

DOT #	ROAD NAME	Year-Round Miles	Summer Maintenance	Total County	Starting Node	Ending Node
01889	Township C South Arm Road	3.91	3.97	7.88	35753	32605
Subtotal		3.91	3.97	7.88		

<b>C Surplus</b>						
00306	East B Hill Road	0.68		0.68		
Subtotal		0.68		0.68		

<b>Andover West Surplus</b>						
00306	East B Hill Road	0.69		0.69		
Subtotal		0.69		0.69		

**Total County Maintained Mileages**      **47.67**      **8.33**      **56.00**