

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:05 AM on October 16, 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.

9:06 Approve Minutes of Meetings Held August 21 and October 1: A motion was made and seconded to adopt the August 21 Commissioners meeting minutes as presented. The vote was unanimous. A motion was made and seconded to adopt the October 1 Commissioners meeting minutes as presented. The vote was unanimous.

9:13 Adopt Agenda: A motion was made and seconded to adopt the agenda as presented. There was no discussion. The vote was unanimous.

9:14 Public Comment: The Chairman asked for public comment and recognized Dick McInnis, former UT road agent who was present. There was no public comment.

9:15 Items for Discussion:

1. Update from Maine County Commissioners Association: Administrator Scott Cole provided a brief overview of the October 10 MCCA meeting covering the following topics of discussion.

Proposed legislation:

- Revisiting legislation to increase filing fees for Registry of Deeds;
- An act to fund inverse debt requirement of State Board of Corrections;
- An act to ensure public safety through adequate funding from the 911 system;
- An act to amend the state constitution to give counties home rule;
- Amend the law regarding the property tax levy limit calculation;

Other topics:

- The ongoing efforts by some to divert insurance premiums to support association actions;
- A suggestion that Oxford County co-host next years convention to showcase Sunday River and the Oxford County casino;

- Labor Commissioner Paquette participated in a discussion about the work force investment board and how chief local elected officials (CLEOs) are chosen.

The Commissioners had a brief discussion regarding co-hosting next year's MCCA convention stating that since Somerset and Franklin counties were also suggested, they did not want to take anything away from either county. The consensus was to wait to be asked to host the convention and decide what to do at that point.

2. 2012 Road Improvement Projects in Unorganized Territory: Approximately one mile of Hunts Corner Road in Albany is being rebuilt. The section includes new culverts and a slight realignment of the corner where Hutchinson Pond Road intersects Hunts Corner Road. Current status is the gravel is down and final step is the application of asphalt. Bruce Manzer won the bid (approximately \$18,000) for the Roger Farnum Road project in Milton Township. The Tyler Road project in Mason Township is well underway with Sappi Fine Paper doing the work. The bridge, previously needing to be tested for load strength, came in rated at 100,000 pounds but now may need some new beams. This one and a half mile stretch of road in Mason Township is a project done in conjunction with the National Forest. There is a request to gate Dresser School Road which connects Wardwell Road to Sawin Hill Road in Albany during mud season to mitigate damage. It would be tough to abandon the road but the objective is to avoid creating major repairs on an annual basis.
3. Albany Polling Location: The Albany polling location has been relocated back to the Albany Town Hall. The Albany Town Hall Association made a request for the County to resume paying the electric bill. The registrar suggested the county make an annual donation of one hundred dollars. Commissioner Jackson moved for the county to resume paying the electric bill. The motion was seconded and unanimously approved.

9:34 Department Heads

- 1) Jail Administrator Ed Quinn reported on the most recent meeting of the Board of Corrections stating there was a significant discussion on county budgets and concern that some other county Commissioners were manipulating jail budgets. Captain Quinn stated he was the luckiest person in the room because he has had no budget interference from the Commissioners. Through the department head meetings good communications are strong and ongoing and he thanked everyone for how well the jail interfaces with other departments and the Commissioners. He stated that other counties were envious of the manner in which the Oxford Commissioners stay informed on a monthly basis about what all departments are doing. Captain Quinn further stated that jail populations exploded this past summer state-wide with the highest population being women. One reason given for the jail population explosion is a shortage of judges. Oxford experiences some difficulty in dealing with Androscoggin jail because the rules seem to change daily.

Androscoggin has lowered the head count for their jail, whereas Oxford County does not have the luxury to limit the number of inmates they hold at any given time. Captain Quinn stated he would be bringing to the Commissioners a proposal for a mission change for the jail which would benefit the county.

- 2) Register of Deeds East Pat Shearman stated the painting was now complete in the Deeds East offices and everything went very well. The refurbished walls will now only require repainting on occasion. Through the entire project they continued to serve the public without a glitch. Ms. Shearman also reported that her colleagues in other counties are also envious of the Oxford County department head meetings. She further reported that although the document count is up the revenue is not but that might be made up with the sale of the Oxford Plains Speedway. On another note Ms. Shearman is contemplating going to 1,000 page books instead of the current 300 page books.
- 3) EMA Director Allyson Hill reported that Oxford County has received a pre-award letter for \$49,110 in competitive Homeland Security Grant Funding. \$15,224 of that funding must be spent on Law Enforcement activities and \$33,886 is available for all other agencies. Because this is a reduced funding level from previous years, the EMA office has suggested all agencies recognize smaller projects will have a greater chance of being fully funded due to the reduction in grant funds available. Grant requests are due to the EMA office by Friday November 2nd. MEMA and the Maine Farm Service Agency are working together to determine who comes in and helps farmers when disasters happen. Gilead is working through the process of becoming NFIP compliant. Town officials have completed the first part and are working on the remaining two parts to become NFIP certified. Once completed, all towns in Oxford County will be NFIP certified. Commissioner Duguay interjected that this was a perfect example of how the county can help towns that have part time selectmen who may not really know all the compliance steps necessary to be eligible for non mandatory services that can assist them in a time of need. Allyson stated the EMA recently held a COSTEP introductory meeting for libraries and historical societies explaining the resources available to them to create pre-plans for their facilities to assist first responders in emergencies. EMA scheduled a workshop to explain how to apply for Hazard Mitigation Grant Funds. Because the attendance threshold to warrant a state facilitator was not met, the workshop was cancelled. Consequently, the state facilitator has agreed to assist towns on an individual basis. Roxbury has taken advantage of this opportunity and met to prioritize their projects. Crystal Aylward is coordinating the Firefighter I and II courses for 29 Oxford County firefighters. She provides weekly report cards to the local fire chiefs, has worked with the state to provide free instructors for training sessions, got a grant for the lesson books, facilitates testing and is also taking the course .
- 3) Deputy EMA Director Teresa Inman gave a report of the recent bus rollover exercise held in Woodstock involving 73 participants, 53 organizations and seven hospitals. Capabilities tested at the exercise included phone communication to hospitals through the communications trailer and Ham radio operators at transport

time, extrication skills, school official involvement and county EMS and fire company coordination. All participants came away with new skills and or new awareness of how incident command works in an emergency situation. The EMA office is holding two exercise workshops to identify who wants to have exercises next year. There will be a dam failure exercise in Norway on October 30th and a communication functional exercise on November 4th.

- 4) Computer System Administrator Al Larrivee reported on refurbishing the jail door locks and the RCC scramble lock system, moving page gate to its own server, relocation of several electronic servers to a dedicated space, and working on mobile connectivity using a third party system to eliminate dropped connections between Verizon and US Cellular.
- 5) Assistant to the RCC Director Geff Inman stated as a result of the bus rollover exercise, improvements are being made to the communications trailer for better operations and connectivity between Ham radio operators and dispatchers. Currently work is being done to connect the trailers and antennas. Once all the completed work was done the state requested an historical environmental review. The draft review has been submitted to the state. The goal is to have the communications trailer complete and ready for the Commissioner to visit in either November or December.
- 6) RCC Director Jim Miclon stated that the RCC will be able to set up remote operations very quickly once everything is finalized. He applauded the move of the electronic servers and recorder to a dedicated space for ease of access and repair. Two of three reserve dispatchers will complete training this week and the remaining ones will complete the training in December. Mileage and meals line items will be over budget due to unexpected training for reserves. The Communication Advisory Board meets Thursday to work with the police chiefs and Sherriff's office to develop common protocols or special instructions (SI) for domestic violence, robberies, death investigation and high speed chases. The goal is to standardize protocols and terminology to make it less confusing for dispatchers and law enforcement.
- 7) Treasurer Roy Gedat stated he sent the monthly reports to the department heads last Friday. Other than stating that cash flow was not as critical since towns have been paying their commitment, Mr. Gedat had nothing else to report at this time.
- 8) Chief Deputy Hart Daley spoke on behalf of Sheriff Gallant who was attending a meeting with the police chiefs at the Oxford Casino. Overtime has decreased with the return of officer Rizzo. Any overtime now can be filled with reserve deputies. The overtime last week was due to mandatory training for the entire department. Employees promoted in August have transitioned smoothly into their new positions. Chief Daley reported that the sheriff is working to garner support for freeing up some casino dollars to support the Sheriff's office. The department just made a major winter tire purchase for cruisers. Stonegarden detail continues to go well.

Commissioners asked Chief Daley if the department uses the Andover target range for weapons practice. He stated that they did because it serves their needs better than other facilities in the county.

- 9) County Administrator Scott Cole reported there is a date change for the 2013 New England Forest Rally. New dates are July 26-27. The Commissioners requested the residents affected by the rally date change be notified for any comments or concerns they may have. The Administrator commented on the power outage that occurred last Friday leading to a discussion on all the emergency pieces that did not function as they should have in a power outage. The generator on Streaked Mountain did not start which was eventually determined to be due to a bad circuit board. The emergency lights in the county building did not come on. The Administrator reiterated his request for departments responsible for emergency equipment to develop a maintenance schedule and perform periodic checks to make sure all equipment is in working order. Mr. Cole commended the department heads for their cooperation with Judy and him during the budget preparation process. The Administrator reminded all that the public hearing on the budget will be held tonight.

Commissioner Duguay stated his appreciation for the department head meeting and all the hard work department heads do to keep the Commissioners informed. He also thanked the employees for the excellent food at Chief Tripp's retirement gathering in August. He appreciated the comments on the impact this meeting has and stated he missed the opportunity to catch up in September. Commissioner Duguay thanked Administrator Cole for keeping time clocks on the task list. The Administrator responded saying that although the project is not as far along as he had hoped, it was moving forward. Instapay has to go first and it is looking like the cost to implement time clocks should be less than \$10,000.

Chairman Merrill and Commissioner Jackson expressed consensus with all of Commissioner Duguay's comments and thanked the department heads for their time and hard work.

10:40 Commissioners took a short break.

10:45 Treasurers Report

Roy Gedat distributed his report highlighting payroll, payables, cash position and current projects. He reported that overtime was down and cash reserves were not as critical as they were at the last reporting. Mr. Gedat did stress that although cash flow was not an issue right now, come next January the county will be in the same cash deficit position as last January, further emphasizing his recommendation that the county address changing the fiscal year. Commissioner Duguay expressed his concerns that towns would not welcome the move as it would require a significant tax increase the first eighteen months. Mr. Gedat stated that the audit is almost complete and the most significant comment from the auditors was to inquire if there was a capital plan. Grants

are now out of the departments and being tracked as the auditor suggested. Online billing in Probate is going well.

Administrator Cole said that if the Commissioners were still contemplating switching auditors, the next thirty days is the time to address that change. After a brief discussion regarding the difficulty Mr. Gedat is having sending emails to the Commissioners, Mr. Cole stated there is a line item in the 2013 budget to address improving the email program at the county.

10:54 Sheriff's Report

Sheriff Gallant stated that overall calls were down compared to last year. However, the Criminal Investigation Division (CID) is very busy. Chief Daley has been helping out when he can on concealed weapons, sex offenders, and domestic violence cases. Gasoline expenditures are up and will continue to increase due to inclement weather as winter arrives. He commented that the probable cause for robbery increases is due to the increase in prescription drug abuse. Perpetrators steal to sell goods to get drugs. The Sheriff is working with Dodge to work out the radio glitches in the new trucks. The CID is maintaining good communications with the Sheriff's department on all major crimes.

11:06 Jail Report

Captain Ed Quinn brought to the Commissioners attention their input was needed to present to the BOC a proposal for a mission change for Oxford County Jail. He went into detail about the expansion to a full service jail to house females, supply forensic beds, and to bring ninety day Oxford County inmates back to Oxford County and enroll them in rehabilitation programs such as Alcoholic Anonymous, GED programs, community work projects and other such programs. This change would create four new jobs. Commissioner Jackson requested some documentation on what the potential hospital costs might be. Chairman Merrill stated that the board supports the idea pending a presentation of the proposal and additional budget information or available support for the project.

11:25 Special Presentation to Chief Dane Tripp (retired)

The Commissioners presented Chief Tripp with a plaque from MCCA acknowledging his twenty years in service to Oxford County.

11:26 Commissioners took a short break

11: 32 Personnel Actions

Review and Update Employee Mileage Reimbursement Rate as Needed

After a review of the current state, federal and county mileage reimbursement rates, the Commissioner agreed there would be no change in the current county mileage reimbursement rate – fifty cents a mile. Administrator Cole said he was contemplating putting a retired county patrol car into service as the county vehicle for transportation.

11:36 Executive Session

The Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 12:55 PM and took no action.

1:08 Re-Convene Meeting

An impromptu singing of Happy Birthday ensued in recognition of Sheriff Gallant's birthday today.

1:09 Discussion with Municipal Police Chiefs

After Chairman Merrill welcomed the police chiefs to the meeting, Sheriff Gallant invited the police chiefs to introduce themselves. Police chiefs and other law enforcement staff present included Chief Dave Verrier, LT Mike Daley, and DET Gary Hill, Town of Paris; Chief Stacey Carter, Town of Rumford; Chief Rob Federico, Town of Norway; Chief Richard Pickett, Town of Dixfield; Chief Jon Tibbetts, Town of Oxford. Sheriff Gallant invited the Chiefs to address the Commissioner with any comments or concerns about the RCC or the Sheriff's Department. There was a general consensus from all police chiefs that keeping the jail open, expanding the mission of the jail, getting more domestic violence agents in the county and getting more drug agents in the county are all top priorities. There is concern that if inmates are sent to another county once they are released you have no idea where they go. Police chiefs expressed appreciation for assistance from the Sheriff's department and expressed their support to the Sheriff's department if it is needed. Commissioner Duguay thanked the chiefs for coming and said it was a great value of his time. Commissioner Jackson thanked the police departments for working well with the Sheriff. Commissioner Merrill expressed his appreciation for the police chiefs' thoughts, comments, and ideas and for taking the time to meet with the Commissioners.

1:27 Lunch Break

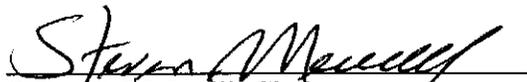
2:00 Items for Discussion

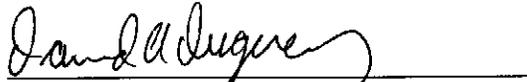
4. Administrators Task List: A discussion of a variety of topics on the Administrator's task list included the following.
 - Time clocks: Instapay has to go first. November being a five week pay period is the opportune time to accomplish this.
 - Policy amendment and expansion is a work in progress.

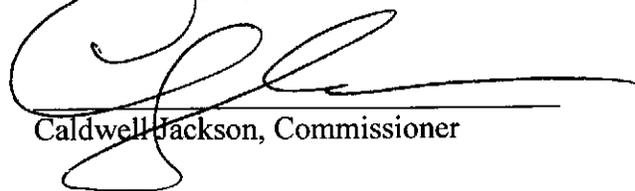
- The UT budget is due to the state by November 7th. There will be no increases in the next UT budget.
- The Administrator will be presenting a proposal to the Commissioners for appointment of Todd Sawyer as UT road agent.
- The portion of the foundation closest to the drip line of the jail needs to be addressed.
- Sand shed roof in Albany needs attention but could survive another winter.
- Development of a maintenance schedule for all emergency vehicles and mechanicals need to be addressed.
- Job evaluations have not been done.
- A need to address fiscal year changeover. A lengthy discussion ensued on options to address how to fund the county at the beginning of the year.
- May be time to look at the Franca Ainsworth property options.
- Authorize replacement of the main waste pipe at the county building next year.
- Explore options to heat the District Court building.
- OXBAR rules and procedures need to be tightened up.
- Address cleaning up the public access to Hutchinson Pond.
- Ongoing monitoring of the county website.
- No update on Ortho Imagery.
- Various other items were mentioned but no in depth discussion ensued.
- The DA's office needs a new copier.

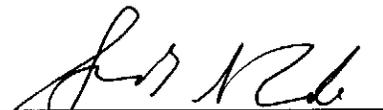
The Commissioners discussed how to best conduct the budget hearing being held tonight.

No other bills or accounts were given consideration on the 16th day of October, 2012. The Commissioners adjourned at 4:05 PM.


 Steven M. Merrill, Chairman


 David A. Duguay, Commissioner


 Caldwell Jackson, Commissioner


 Scott G. Cole, Administrator