

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:00 AM on May 21, 2013 being a regular session, there were present:

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

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

9:01 Pledge of Allegiance was recited.

9:02 Approve Minutes of Meetings Held February 19, March 19 and April 16: February 19 meeting minutes were unanimously approved as presented. March 19 minutes were unanimously approved with the changes proposed. April 16 minutes were tabled until a later time.

9:08 Adopt Agenda: Administrator Cole requested the Commissioners add approving a liquor license for Cupsuptic Lake Park and Campground, LLC to the items for discussion. The May 21st agenda was unanimously approved with stated changes.

9:09 Public Comment: There was no public comment.

9:10 Items for Discussion and Action:

1. Update from Maine County Commissioners Association (MCCA): Scott Cole introduced Rosemary Kulow, Executive Director of MCCA. The Commissioners and Ms. Kulow engaged in conversations regarding their priority MCCA issues including jail operations, lobbying, association representation and/or input to MCCA, and risk pool.

9:24 Discussion with EMA Director

- Hazard Mitigation Grant Opportunities for Municipalities
- Consider Joint Project w/Town of Bethel to Elevate Meadowbrook Bridge Rd. on Boundary w. Mason Township

EMA Director Allyson Hill explained everything involved with hazard mitigation grant projects highlighting DEP involvement, historical preservation, records of previous damage, benefit cost analysis and other challenges to the process. Seventy-five percent of project funds would be federal money and the remaining twenty-five percent would be the town or county (local) responsibility. Partnership on this project makes sense

because the Meadowbrook Bridge Rd. starts in Bethel and ends in the unorganized territory (UT). Administrator Cole stated there is money in the UT budget for the project. Bethel Town Manager Jim Doar said the project is part of the town's capital improvement plan and would not need planning board approval. Further discussion included how a partnership with the EMA benefits the UT, rough estimate of the project costs, benefits of said project and approval by the Commissioners to proceed as discussed.

9:40 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. Administrator Cole introduced Rosemary Kulow to the group.

- 1) Jail Administrator Captain Ed Quinn reserved comments until later in the meeting but did say that the county has benefited from inmates working with Hazel and Eddie on general maintenance. Kennebec is taking as many transfer inmates as they can accommodate. He also said his budget year ends in 35 days and will be very "close to the vest."
- 2) Systems Administrator Al Larrivee stated the budget is on track and he continues to deal with connectivity issues and communications dead spots all over the county. Net Motion would be a solution to the challenges but is very expensive.
- 3) Pat Shearman stated her budget revenues are in line with the current budget time frame and expenditures are slightly under. She highlighted the following activities relative to operations of the deeds office.
 - Financials;
 - LD 559 status – Committee voted "ought to pass;"
 - Researched Data Loggers and passed recommendation to Judy;
 - Wi-Fi available in the registry. Password at the desk;
 - Taking a trip to Knox County for records management system demonstration by Info Quick Solutions May 22. Deputy Register Pam Woodworth and Ms. Shearman will attend;
 - Ms. Shearman and Ms. Woodworth are working with the Commissioners office to copy and digitize Commissioners' road records index and listings. (These will soon be backed up in-house and secured for easy access in durable notebooks located in the registry.);
 - No Smoking sign;
 - Reviewing and updating procedures;
 - Xerox demo of Google "Super Search;"
 - eRecording; and
 - Recognition Larry Glatz – new book.

Chairman Duguay agreed that smoking on county premises needs to be addressed and appreciated the suggestion to recognize Larry Glatz and his contribution to historic preservation with his recently published book.

- 4) Jennifer Dilworth is working with Treasurer Roy Gedat to develop a daily cash-out sheet. She further stated her concern with the lack of security in the building on court days stating many probate issues are highly volatile. Sheriff Gallant chimed in in agreement and Pat Shearman suggested better hallway lighting would also be good.
- 5) Treasurer Roy Gedat opened by stating his office is working on tweaking the payables system and is moving toward monthly payment for vendors and eliminating early paycheck pick-up. The Administrator suggested moving to 100% direct deposit and bi-weekly paychecks.
- 6) EMA Director Allyson Hill highlighted the following:
 - recent distracted driving presentation at Telstar High School in which Crystal Aylward participated;
 - a new integrated chemical management project for which Oxford County is the trial county;
 - a two part hazard mitigation workshop being held in Woodstock in June;
 - county animal response team (CART) evacuation and relocation exercise in May; and
 - various other activities scheduled for June and beyond.
- 7) Assistant to the RCC Director Geff Inman said the communications trailer is complete and ready to go. He suggested a possible lunch at the communications trailer during next month's meeting.
- 8) RCC Director Jim Miclon stated a seven year old boy from Buckfield and Steve Cordwell were recognized for working together on a 911 call to get help to the young boy's father. He also stated 911 readiness meeting will be held May 30th. He spoke briefly on the following topics and provided a list of additional scheduled meetings and activities to the Commissioners.
 - Oxford County Communications Governing Board planning barbeque in Augusts for staff;
 - Emergency Communications Assistance Team meeting 05/29/2013, Paris;
 - Review automated schedule program with Robert Hand PACE Rescue Chief ;

- Drafted and mailed a letter to the 39 wrecker / tow services in Oxford County and revised the wrecker information form;
 - Communications with Saco Valley Fire Department reference back up with N.H.;
 - Preparation for written test for possible new trainees (test in June) likely 10 to 12 test;
 - Overtime, reserve accounts are high due to sickness and vacations;
 - Geff, Rick Davol, Allyson, and I met regarding roof antennas (problem solving); and
 - Tower site visits planned for end of May into June.
- 9) Sheriff Wayne Gallant described the changes in the Civil Division that will be instituted June 1st and thanked the Treasurer for his help with credit card use research. Sheriff Gallant also described the good work Chancey Libby has done investigating and seizing illegal drugs and weapons since starting on the job May 1st; the BOC working group Captain Quinn is on; and the upcoming votes in Fryeburg and Paris June 11th regarding contracting with Oxford County for law enforcement coverage. If both towns elect to go with the Sheriff's department Sheriff Gallant will be hiring 10 new deputies. In closing Sheriff Gallant stated that Maine's governor is highly supportive of county government.
- 10) County Administrator Scott Cole stated there may soon be two Commissioners meeting days a month in efforts to streamline county operations. Stay tuned.
- 11) Assistant Administrator Judy Haas gave an operating budget report. Being at 33% of the yearly budget, most departments are doing well. Although corrections and communications payrolls are up due to overtime, over all, the county is only 1.8 percent over on expenditures. Sheriff's department is holding steady on payroll with a full complement of staff now.

There was a brief discussion between MCCA Director Rosemary Kulow and department heads regarding different departments and their successes and challenges. Commissioner Merrill thanked department heads for their input and thanked Ms. Kulow for her attendance. Chairman Duguay thanked everyone for their hard work and diligence in keeping on budget.

11:05 Consider Joint Project with Bethel: EMA Director Allyson Hill stated she was looking for confirmation from Commissioners that they were on board with this project to fix Meadowbrook Bridge Road joining Bethel and Mason Township. After some additional background information from Administrator Cole and grant compliance guidelines presented by Ms. Hill, Commissioners stated they would support moving forward and will comply with all grant stipulated completion timeframes.

Ms. Hill briefly reviewed additional Oxford County towns which are applying for hazard mitigation grants.

11:13 Discussion with Register of Deeds East: Pat Shearman provided an overview of research she has been doing to develop an RFP for electronic recording of deeds. A current contract with ACS will expire and since it usually takes up to ten months to review proposals and view demonstrations prior to recommending a vendor, she was looking for a go ahead from Commissioners to continue an RFP process. Commissioners gave their approval to carry on.

11:20 Discussion with RCC Director: Jim Miclon presented a request to expend \$3,000 of communications reserve funds to test a possible solution for improving communications in areas where it is difficult for towns to get their emergency tones due to recent narrow banding radio changes. Mr. Miclon further provided documentation that initial intent for the funds in the reserve account was for this purpose. A motion to authorize an expenditure of \$3,000 out of account 1000-351, Communications Reserve funds was made, seconded and unanimously carried.

11:26 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 11:42 and took no action.

Commissioners asked if Mr. Miclon had any recommendations for a vacant seat on the communications governing board. Jim Miclon suggested Greenwood Town Manager Kim Sparks. Bethel Town Manager Jim Doar was also suggested. Commissioners gave a green light for RCC to contact these folks and determine if either of them has an interest in filling said vacant seat.

11:45 Treasurers Report: Treasurer Roy Gedat opened by stating that Oxford County now employs eighty-eight people. He highlighted payroll and cash position before discussing a list of recurring monthly payables. The proposed list has been amended recently reflecting changes in monthly payables. After review and discussion, the Commissioners unanimously approved amending standing approvals as presented, authorizing the Treasurer's office to pay invoices from listed vendors in a timely manner as appropriate.

Roy presented Commissioners a review of audit proposals. There was a brief discussion about two firms responding to the RFP. Responses were for a three year contract. With emphasis on deadlines outlined in the RFP for when an audit should be completed, a motion to award audit services to RHR on a one year basis was made, seconded and unanimously carried.

Mr. Gedat brought up three policies he introduced last month – grant policy, investment policy and fund balance policy. Although he was hoping for movement on these policies, Commissioner Merrill stated that new policy decisions really should have full

board participation and since Commissioner Jackson was absent there was not a full board. The Commissioners took no action.

Next there was a discussion on how to best use casino revenue. Roy presented a snapshot of how much revenue would be generated through 2018 to demonstrate how proposed budget payback and tax reduction affect the bottom line if there are no changes to how casino revenue is currently being utilized. The conversation led to a discussion on cash reserves held by towns compared to the county and then to a fiscal year change over. Chairman Duguay reiterated his concern of placing undue fiscal impact on towns, saying something needs to be done to help towns make the change.

12:18 PM Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 12:32 and took no action.

12:33 Sheriff's Report: Sheriff Gallant requested Commissioners update commissions for Mike Dailey, Andrew Whitney, George Cayer and William Cook. New trucks have not come in yet. Chancey Libby is doing a great job as Oxford County's drug agent, currently working eight drug investigations. As of September 1st all civil process will be handled by full time staff. This will require a job description change. If Paris and Fryeburg go with Oxford County law enforcement, there will be a sergeant at each location to act as supervisor and the Brownfield office will be eliminated.

Captain Ed Quinn requested Commissioners sign documents for presenting a mission change to the BOC. Commissioners obliged. FY 14 jail budget is not flat funded but reflects real time costs, resulting in a reduction in what Oxford County pays into BOC. There was a brief discussion about bed counts, food costs and medical costs.

1:00 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 1:45 and took no action.

1:53 Matters Pertaining to the Unorganized Territory: Administrator Cole introduced Maine State UT Fiscal Administrator Marcia McInnis, County Road Agent Todd Sawyer, Francis Brautigam of IF&W, and Joseph L. Lyons and Bill Newcomb representing an Albany land owner's interest.

- Discuss Public Access to Hutchinson Pond with Mr. Francis Brautigam of IF&W:
The county easement and the footpath to Hutchinson Pond are not conjointly located. IF&W wants to provide public access to the pond and appreciates any assistance from county government. A logical solution is to gain an additional easement encompassing the established foot path. A secondary and more involved option is to establish a new foot path on the current easement. Commissioners advised to proceed with attempting to gain an additional easement. Mr. Brautigam stated IF&W is currently restoring approximately twenty-four brook trout ponds including Abbotts Pond in Sumner.

- Discuss Albany Basin Road: Commissioners discussed a request to relocate Albany Basin Road to allow gravel extraction which would include improvements to a forty-two foot bridge crossing Crooked River. It was determined that Oxford County has mineral rights to any gravel under the road which will be relocated and should be compensated for all material removed in relocation of Albany Basin Road. Administrator Cole stated the road should be placed back on county records since it does have a DOT listed control number. The Commissioners approved relocating the road pending a suitable agreement by which the county receives an acceptable benefit in recognition of its mineral rights and notification to abutting land owners. Road Agent Sawyer is working on a mineral rights agreement.
- Authorize Improvements to Hunts Corner and Hutchinson Pond Roads: Discussion revolved around accepting a proposal from Manzer Inc. without going out to bid. Administrator Cole said statute allows a bid waiver where public interest is served on projects of this type using specific paving materials. By combining both roads as one project, there is a cost savings for paving materials on both tonnage and mobilization. Cost for the project is approximately \$112,000 for Hunts Corner Road and \$35,000 for Hutchinson Pond Road. A motion to authorize accepting the Manzer Inc. proposal as presented was unanimously approved.
- Review Policy re Posting/Non-Posting for Weight Limits on Vernon Street: Administrator Cole recommended Commissioners take no action. The County will continue to post its portion of Vernon Street during spring thaw.
- Compilation of Road Maintenance Cost Data, 2010-13: Administrator Cole distributed UT roads data books compiled by Crystal Aylward, explaining it was a well-defined explanation of costs to maintain UT roads over the past three years. This information will facilitate streamlining and standardizing invoicing and payment processes for UT road maintenance.
- Issuance of RFP for Future Road Maintenance: Administrator Cole stated road maintenance RFPs will be issued for winter and summer maintenance for UT roads.
- Dilapidated Structures and Unsanitary Conditions in Various Locations: After a brief discussion on how to condemn a property and what is involved in doing so, Commissioners took no action.

2:50 Break: Marcia McInnis commended Commissioners on their accountability and transparency on UT matters stating “the more information you have the better decisions you make.”

3:30 Personnel Actions

- Accept Resignation of Ms. Kaye McDonnell, VWA: A motion to accept Kaye McDonnell’s resignation effective June 1, 2013 carried unanimously.
- Authorize Hiring for Victims Witness Advocate Position: A motion to accept hiring Jamie Hastings for victims witness advocate position, effective May 6,

2013 carried unanimously. Commissioners acknowledged there will be further discussion on compensation.

- Discuss Policy re Comp Time: A brief discussion culminated in an agreement that current comp time policy is not broken but requires department heads to better manage it. A maximum of forty hours of comp time can be carried and once accrued, must be used within ninety days. Department heads are responsible for approving comp time accrual and keeping employees in compliance with policy.
- Authorize Solicitation of Applicants for OXBAR: No names were presented to fill an empty seat on OXBAR. Commissioner Merrill stated he would ask a potential candidate and if that candidate declines, Administrator Cole will send a letter to towns for possible candidate suggestions.
- Consider Development of Policies: A brief discussion on use of cell phones and a dress code for Oxford County offices was an introduction to further discussion on developing policies addressing each topic. No immediate action was taken.

4:15 Matters Pertaining to the Airport

- Action on Bids Received for Construction of Perimeter Fence: Administrator Cole introduced Richard (Rick) Yarnold of Ballantine Aviation Consulting Services (BACS), Oxford County's airport consultant. Mr. Yarnold explained the following airport fence construction bids for discussion with Commissioners:

Bancroft Fencing	South Paris, ME	\$134,507
K&K Excavation , Inc.	Turner, ME	\$153,200
G. B. Hastie Fence Co. Inc.	Agawam, MA	\$100,785

After answering questions Mr. Yarnold recommended accepting G. B. Hastie's bid for airport fence construction. Commissioners unanimously approved accepting G. B. Hastie's bid as presented and recommended.

- Authorize Submission of Grant Application to Federal Aviation Administration: Commissioners further resolved to authorize submission of a Federal Aviation Administration grant in the approximate amount of \$215,000 for airport improvement projects.

4:34 Executive Session to Discuss Labor Negotiations: Commissioners unanimously voted to enter executive session to discuss labor negotiations relative to OCDA. Commissioners came out of executive session at 5:15 PM and took no action.

The Commissioners, Administrator and Annalee Rosenblatt engaged in informal discussions on a wide range of county issues.

5:46 Approve Job Description: The Commissioners unanimously approved the Computer Systems Administrator job description.

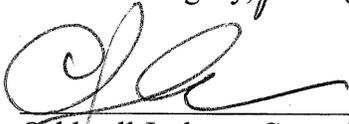
6:05 Items for Discussion:

7. Approve Cupsuptic Lake Park and Campground, LLC Liquor License: The Commissioners unanimously approved a liquor license for Cupsuptic Lake Park and Campground, LLC.

No other bills or accounts were given consideration on the 21st day of May 2013. Commissioners adjourned at 6:07 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott G. Cole, Administrator