

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:03 AM on June 18, 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 and residents of Maine and New Hampshire were present at different times throughout this session.

9:03 Pledge of Allegiance was recited.

9:04 Approve Minutes of Meetings Held April 16 and May 21: Minutes for meetings held April 16 and May 21 were tabled until a later time.

9:05 Adopt Agenda: Administrator Cole requested Commissioners add Authorization to Submit grant application – “Domestic Violence Position Funding” to the Sheriff’s Report agenda and Approval for Black Brook Cove Campground Liquor License under the Items for Discussion. The agenda was unanimously adopted with the proposed additions.

9:06 Public Comment: There was no public comment.

9:07 Items for Discussion and Action:

1. Update from Maine County Commissioners Association (MCCA): Administrator Cole stated MCCA is becoming increasingly bureaucratic and highlighted a variety of on-going growing pains as it continues to define structure and operational protocols. The following topics were bantered about:
 - two full time staff-a director and assistant director;
 - which benefits to offer staff; and
 - cost allocation of risk pool funds.

There was a lengthy discussion about risk pool funds allocation, noting one position is to raise county premiums and skim approximately \$60,000 from risk pool to fund operations at MCCA. Commissioners also discussed looking outside risk pool for an insurance quote.

After a clarification that county representatives alone vote for fund expenditure items and a full twenty-four member body votes on policy items, Administrator Cole noted that by-laws revision is back on MCCA’s agenda.

After a short discussion of LD 559 to increase recording fees for deeds and a confirmation that Commissioners were in support of LD 559 and doing their part to gain legislative support, Commissioners took a short break.

9:37 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 projects that by June 30 (jail fiscal year-end) jail operations will be under budget. Captain Quinn has achieved this by tweaking personnel hours to avoid overtime. Chairman Duguay asked whether there was an incentive to come in under budget at year-end if excess funds go back to BOC. Captain Quinn explained that any funds left over go to county reserve accounts set up to cover retirement, vehicle costs and other jail expenditures that arise.
- 2) RCC Director Jim Miclon stated that other than personnel expenditures being high, RCC budget looks good. He further highlighted the following:
 - Oxford County RCC does not take text 911 calls;
 - Oxford County is number three in call volume for all county PSAPs, number five for all state PSAPs and handles fifty agencies;
 - Orbacom equipment posted on APCO website for sale;
 - Celebration for Charlie Fillebrown last Wednesday; and
 - NexGen meetings re new 911 are ongoing and training will begin February 2014 with changeover date being March 14, 2014.

Director Miclon provided an extended list of activities for Commissioners review.

- 3) Systems Administrator Al Larrivee confirmed budget is on track and projects are on-going.
- 4) Assistant to RCC Director Geff Inman highlighted the following on-going projects:
 - backup dispatch trailer is in service;
 - working on improving communications to make sure tones go out to outlying towns;
 - Ham radio exercise on Sunday 5/19/2013 focusing on communications to Brownfield, Fryeburg, Lovell and Bridgton; and
 - attendance at Western Maine Fireman's Association, Northern Oxford Mutual Aid, Communications Governing Board meetings.

RCC Director Miclon brought attention to Mr. Inman's exemplary work with EMA to update failure response protocols for all eighty – five dams in Oxford County.

There was a brief discussion about a dam in Stow which was discussed in a previous Commissioners meeting.

- 5) EMA Director Allyson Hill stated Norway, Woodstock, Buckfield, Rumford and county UTs were represented at recent hazard mitigation workshops held in Woodstock and although Roxbury was not at the meeting they are planning a hazard mitigation project. She also stated a recent “dog fun day” at Oxford fair grounds was a big success. Communications team coordinated “Trek Across Maine” on June 14-16 and the communications trailer has been requested for Oxford Plains Speedway 250 July 19-20. Director Hill briefly discussed the following items and provided a list of other ongoing and upcoming activities to Commissioners for review.

- HazMat awareness course in Bethel (May 23rd)
- Local Emergency Planning Committee Meeting/Integrated Chemical Management for Schools Presentation (May 28th, Rumford)
- Norway dam tabletop exercise (June 4th)

Upcoming Activities

- Stow dam tabletop exercise (Oxford County Soil and Water/MEMA, June 19th)
 - Communications team annual field day (June 22-23, EMA Office)
 - Azischohos dam functional exercise (June 26th, Gorham, NH)
 - Norway fire department appreciation banquet (June 29th)
- 6) Treasurer Roy Gedat stated department heads have received budget printouts and welcomed any comments or request for more detail. He further stated it is annual “worry about cash flow” time of year until towns begin to pay county taxes. He requested early notification of any expected high ticket expenditures or revenue shortfalls expected in coming months. The treasurer’s office will be having a demonstration of Androscoggin Banks’s credit card processing service for government entities. The Sheriff’s office is looking to use credit cards to expedite civil processing payments. Roy expressed his concern over timeliness of mileage reports but discussion was reserved for later this day.
- 7) Register of Probate Jennifer Dilworth stated her revenues were up although passport applications were down. A deadline for e-filing has been pushed back to January 1, 2014 but Probate continues to shift to e-filing.
- 8) Register of Deeds Pat Shearman highlighted several activities relative to operations of the deeds office.

- Deputy Register, Pam Woodworth and Ms. Shearman traveled to Knox County for a records management system demonstration by Info Quick Solutions on May 22. They were quite favorably impressed with the system.
 - Staff attended a demonstration of Fidlar's software offerings for registries.
 - Jean Watson and Ms. Shearman plan to visit York County registry for an in-depth view of software from County Fusion.
 - Received preliminary final draft report from Jessica Bitely of Northeast Document Conservation Center. Jennifer, Judy and Ms. Shearman are reviewing it.
 - Received data loggers for basement storage rooms. WG Tech will install them this week.
 - Continued coordinating copying and digitizing commissioner's road records index and listings, to be backed up in-house and secured for easy access in durable notebooks.
 - Ms. Shearman is working on a plan-by-plan review of all our maps with a goal of identifying plans that need to be restored in order to create high quality digital images. These images will replace ones now in the system and a new archival microfilm will be created with an additional microfilm backup.
 - Working with Maine Registers of Deeds Association to support a Commissioners bill to raise recording fees and eliminate copying fees for downloading less than 500 copies per year. There are many arguments in favor of this bill as registers look to increase public access, replace lost revenue from copy fees and most importantly work to secure public records. This security will involve county wide efforts we are undertaking based on a report from Northeast Document Conservation Center, staff workshops/training in the digital realm as we deal with digital longevity and deterioration of data, property fraud alerts and future requirements when Maine steps up it redaction requirements. A current quote for redaction of our records is \$54,341.63.
- 9) Sheriff Wayne Gallant stated budget line items look good including fuel with a \$1,499 kickback from Citgo, a result of the recent fuel supplier switch. Stonegarden is on hiatus until more funding becomes available.

Sheriff Gallant brought up the recent attention being given to Sheriff's Office operations by Commissioners, Treasurers Department and other departments within the county – specifically focusing on the recent tire purchase for patrol cars. The Sheriff defended the expenditure stating the department purchases six tires per vehicle per year, puts approximately 40,000 miles on tires per year and expends approximately \$20,000 on tires - purchased periodically over the course of a year. Goodyear directional tires available through state bid for a reduced price are preferred for patrol cars. He further defended his conscious research on best pricing for service and equipment for patrol fleet cars and requested if anyone has questions to please call him directly. Commissioner Jackson responded stating it is a Commissioner's job to act in Oxford County's best interest, including reviewing

county spending regardless of department. Any questions from Commissioners to the Treasurer or Administrator are a part of a Commissioners job to ensure the county stays within its operating budget.

- 10) Deputy Chief Hart Daley stated LT Chancey Libby is doing a great job as drug agent; scheduling is being addressed to eliminate unnecessary overtime; and a grant application has been submitted to support a dedicated domestic violence position.
- 11) Assistant Administrator Judy Haas presented a non-tax revenue and expenditure report commenting that for the most part, payroll is where over budget expenditures lie.
- 12) Administrator Scott Cole stated the Commissioners office is doing its part to support LD 559 recognizing how critical legislative support is in a fight to pass needed legislation. He further acknowledged the jail staff for flag duties, EMA's participation in regional meetings; Sheriff Gallant's thespian prowess and a new picnic table (donated by Administrator Cole) on the western concrete pad for all to enjoy. He further stated he will be working on policy development.

Commissioner Merrill thanked department heads for good financial reports. Commissioner Jackson stated it is great to have department head meetings and thanked participants for their great job. Chairman Duguay thanked everyone for bringing what they do to Commissioners' attention.

10:55 Treasurers Report: Treasurer Roy Gedat highlighted payroll, cash position, payables and operations for Commissioners. After a brief discussion Mr. Gedat requested Commissioners act on fund balance and investment policies presented at a previous meeting. Commissioners, Treasurer and Administrator engaged in a discussion of both proposed policies defining any financial commitment required for a fund balance policy and how and by whom an investment policy would be carried out. Following discussion, Commissioners unanimously approved a comprehensive investment policy titled *Oxford County Investment Policy*. A full copy is on file in the Treasurer's office. The commissioners tabled a fund balance policy.

Treasurer Gedat requested the Commissioners approve posting a finance clerk position as soon as possible. No action was taken at this time.

11:15 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 11:30 and took no action.

11:30 Sheriff's Report: Captain Quinn presented the 2013-14 jail budget to Commissioners for review. The budget has been sent to the Board of Corrections (BOC) and Captain Quinn will be going to Augusta to discuss it with BOC. Should the state reduce the proposed budget, he would ask that they agree to find a solution to fix budget shortfalls should they occur in FY 13-14. Captain Quinn provided a description

of a Blue Ribbon Commission to study State BOC and Unified County Corrections System.

Sheriff Gallant provided monthly updates on vehicle maintenance and mileage and law incidences. He requested Commissioners sign Deputy Peter Casey's commission and stated new patrol trucks will be coming in by the end of June. Commissioners signed Deputy Casey's commission.

After a brief introduction by Administrator Cole, Al Larrivee described Net Motion and Columbitech Mobile VPN, two persistence packages that will provide reliable connectivity for mobile displays. Although Net Motion is more costly than Columbitech, Mr. Larivee recommends Net Motion because of its enhanced features. Funding is proposed to come from account 2800-4520 Computer (Spillman) capital reserves designated for a new server next year. The Commissioner agreed with the immediate need for Net Motion given the intermittent Spillman connectivity in Oxford County due to how data is transmitted over the air waves. They further suggested using the capital funds and requesting the budget committee approve a \$37,000 infusion to the capital reserve fund next budget cycle to include replacing the \$17,000 expenditure this year for Net Motion. The Commissioners unanimously approved the following resolution.

WHEREAS Oxford County Commissioners recognize a need to immediately purchase a persistence package for maintaining communications in Sheriff patrol cars and all municipal police units while traveling Oxford County roadways and;

WHEREAS account 2800-4520 Computer (Spillman) capital reserves has \$20,000 originally intended for server replacement next year; and

WHEREAS the budget calls for an additional \$20,000 to be added to account 2800-4520 Computer (Spillman) capital reserves for purchase of a new server next year;

RESOLVED that approximately \$17,000 be expended from account 2800-4520 Computer (Spillman) capital reserves to purchase a persistence package, Net Motion, and Commissioners will request the budget committee approve \$37,000 for account 2800-4520 Computer (Spillman) capital reserve funds for the 2014 budget to repay \$17,000 expended for Net Motion and an additional \$20,000 to cover additional funds necessary for the purchase of a new server as originally intended.

At Sheriff Gallant's request, Commissioners unanimously approved authorizing the Sheriff's office to apply for federal grant funding for a dedicated domestic violence position under a "Stop Violence Against Women Act" grant program.

12:25 PM Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 1:50 and took no action.

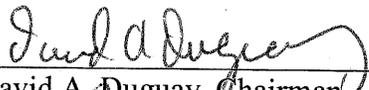
1:53 Discussion w/ Mr. Fred King, Treasurer of Coos County, NH re: Concern for Expansion of Umbagog National Wildlife Refuge: Mr. King provided Commissioners with an update on progress determining impacts of on-going federal purchase of land for Umbagog National Wildlife Refuge and its negative effect on town tax revenues and regional employment. Although original plans allowed for federal government repayment of tax revenues for towns to cover tax losses, this is no longer being done. Towns are feeling a crunch of reduced tax revenue and Coos County, NH will be hiring a consultant to study effects of continued federal land purchasing relative to effected towns' viability. Commissioners stated they would be interested in reading a completed report.

2:10: Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 3:45 and took the following action. Commissioners unanimously voted to post a Finance Clerk position.

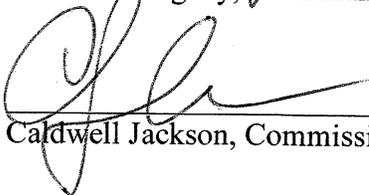
3:48: Items for Discussion

2. Consider Regular Scheduling of 2nd Monthly Meeting for First Tuesday at 6 PM: Commissioners decided to leave this option open for discussion on a monthly basis, or given a week's notice, call a meeting on an audible.
3. Appointment to Board of Assessment Review (OXBAR): Commissioner Merrill stated Wade Rainey of West Paris was willing to return to OXBAR. Commissioners voted unanimously to appoint Mr. Rainey to fill an OXBAR vacant seat.
4. Submission of Travel Reports and Mileage Claims: Chairman Duguay said that Annalee Rosenblatt has been tasked with drafting a travel and mileage reimbursement policy.
5. Responses to County RFP re Road Maintenance in Unorganized Territory: Administrator Cole stated RFP responses were opened on Friday June 14th but have not been thoroughly reviewed. Mr. Cole requested no action at this time.
6. Update from Western Maine Economic Development Corporation: This item was postponed until next month.
7. Review commissioners' 2013 Goals and List of Recurring Agenda Items: Chairman Duguay requested a wage scale review be discussed during July's meeting and the following items be placed on a recurring list of items for review:
 - Performance reviews;
 - Fund balance policy;
 - No smoking signs and better hall lighting;
 - Meeting with officials from the nine towns served by Deeds West;
 - Instapay; and
 - Citizen or employee recognition.
8. Administrator's Task List: Commissioners requested an updated list for July.
9. Other: Follow-up on freedom of access training to be taught by Pat Shearman.
10. April 16 Minutes Approval: April 16 meeting minutes were unanimously approved with one change.

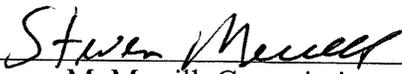
There was a brief light hearted discussion over whether or not Commissioners should have designated license plates. No other bills or accounts were given consideration on the 18th day of June 2013. Commissioners adjourned at 5:04 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott Cole, Administrator