

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 July 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 were present at different times throughout this session.

9:03 Pledge of Allegiance was recited.

9:04 Approve Minutes of Meetings Held May 21 and June 18: After a motion to table approval of minutes, Chairman Duguay requested one change to the May 21 minutes and two changes to the June 18 meeting minutes. The May and June minutes were unanimously tabled until a later time.

9:08 Adopt Agenda: Administrator Cole requested the following changes to the agenda:

- Change the dollar amount listed in # 5 of items for discussion;
- Move #8 of items for discussion to RCC Director's report; and
- Correct #10 of items for discussion to read "District 2 (Duguay) Rumford – Town Office".

The agenda was unanimously adopted with the changes proposed.

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

9:10 Items for Discussion and Action: Administrator Cole requested the Commissioners consider adding an executive session to discuss an airport issue. In addition the Administrator mentioned that Tony Reeves left the Sun Journal for the Bangor Daily and the Advertiser has a new editor.

1. Update from Maine County Commissioners Association (MCCA): Administrator Cole highlighted the following:

- Directors meeting held July 10
- Association assessment of Risk Pool
- Risk Pool coverage of probate judges
- Revision to association bylaws

The discussion began around two points of view regarding how Risk Pool funds should be allocated. Commissioners support the Risk Pool being used for insurance purposes only. There are those at MCCA who believe that some Risk Pool funding should be allocated to MCCA operations for training and other non-insurance purposes. There was additional discussion on how dues are assessed to counties, including an option to assess counties on valuation

and/or population. Commissioner Jackson expressed the opinion that dues should be an equal amount for each county to avoid a possible future request for more voting power by counties assessed a higher dollar amount. As was discussed last month, there is renewed interest in changing the bylaws in a variety of areas. Commissioner Jackson further espoused that if other associations want a vote at MCCA, Commissioners should have a vote at their respective associations.

Administrator Cole stated that battles on all these sensitive topics are fought in the hallways as opposed to within the meeting. Mr. Cole said he believes the Risk Pool will probably pick up coverage of probate judges. He further expressed the opinion that any training should focus on county risk minimization. Mr. Cole said that although commissioners from each county have their own opinions on each of these issues, there may come an appropriate time for Oxford County Commissioners to write a letter to other county commissioners stating their views and reasons for their position on each issue in an effort to garner support when it comes time for a vote.

9:25 The Commissioners took a short break

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.

- 1) EMA Director Allyson Hill reported that the final round of 2010 homeland security grants closes July 31, and EMA is assisting grantees to ensure that everyone who qualified for a grant meets the required deadlines to receive approved funds. EMA is also working with towns to prepare the proper paper work and corresponding actions necessary to receive hazard mitigation grant funding. Commissioner Merrill thanked Ms. Hill for her research on flood hazard insurance statutes that could negatively affect county residents when purchasing flood insurance in the future. A brief discussion on the topic ended with the acknowledgement that flood maps may not be accurate and it is up to residents to petition for a map change if their property falls in an improperly mapped flood zone.
- 2) Assistant to the RCC Director Geff Inman briefly discussed the following activities:
 - Communications trailer will be at Oxford 250 7/19-21/2013;
 - Battery backup installations on Streaked Mt. on 7/16/2013;
 - Resolved a Spruce Mt. frequency problem with State of Maine; and
 - Participated in an Azischohos Dam exercise.

Geff stated he would schedule it if Commissioners were interested in taking a tour of the dam site. EMA Director Allyson Hill interjected that the warning siren currently in Magalloway (and no longer needed there) will probably be moved to Lincoln, since they are the closest location that would be almost immediately impacted (within 12 minutes) by a dam breach. There was a brief discussion regarding Azischohos Dam protocols, how far down the river towns would be affected and various dam failure situations.

- 3) RCC Director Jim Miclon opened stating his biggest issue is the budget. However he did say he has a plan to address budget overages. All things are a go for new NexGen equipment in March 2014. Dispatch training schedule is already set up. A couple dispatchers have volunteered to address wrecker scheduling. Five dispatchers are scheduled for active shooter training in October. Mr. Miclon provided the Commissioners with a list of ongoing activities.
- 4) Administrator Scott Cole reminded department heads of the 2:00 PM agenda item covering timesheet preparation and practices. He requested everyone be available at that time.
- 5) Register of Probate Jennifer Dilworth reported that it is summer and everyone is fighting over their kids so the probate office is busy.
- 6) Treasurer Roy Gedat said twenty-nine people have applied for the finance clerk position in the treasurer's office. He made several comments relative to cash flow and cash reserves.
- 7) Sheriff Wayne Gallant opened by stating vehicle maintenance is high due to operating older vehicles while waiting for new vehicles to be equipped for service. Stonegarden operations are still on hold waiting funding. The Sheriff's office is responding to 911 calls requesting to speak to a deputy when state police are unavailable during troopers' time of call sharing. Sheriff Gallant concluded by stating visibility is the best deterrent for keeping speeders in check.
- 8) Assistant Administrator Judy Haas provided comments on the budget stating expenses are up 2% due to payroll being over budget by that amount. Ms. Haas said she will be meeting with each department to review their individual budgets.

Chairman Duguay closed the meeting stating payroll is the largest controllable expense and he appreciates what department heads do to keep expenses in check. Commissioner Merrill commented on the party for retiring corrections officer Arlene Kerr and what a nice honor it was for her. Commissioner Jackson stated he appreciated what department heads do for the county.

10:20 Commissioners took a short break.

10:30 Treasurers Report: Treasurer Roy Gedat highlighted payroll, cash position, payables and operations for Commissioners. He commented that overtime is down 17% compared to last year at this time. Roy stated he would be going to Deeds West to meet with Register of Deeds Jean Watson to discuss moving the financial operations of that office to the Treasurer's Office. He further requested to donate his Kiwanis membership to the county so that Treasurer's office employees could attend meetings. Commissioners approved the request. Mr. Gedat closed by saying he would be reviewing applications for the Finance Clerk position and scheduling interviews in the near future.

10:45 Items for Discussion and Action

2. Consider Proposal from Carrabassett of Maine re Bottled Water: Said proposal was discussed and Commissioners requested more information on what Oxford County spends yearly for water coolers and water. Tabled until August meeting.
3. Consider Proposal from Espy Services re Telecom Cost Audit: Said proposal for an independent company to conduct an audit of phone fees was described by Administrator Cole. Commissioners took no action preferring to wait and see what other counties are doing and review any results that may be available.
4. Consider Proposal for Roof Repair or Replacement at Fryeburg Registry of Deeds: Commissioners requested more information and quotes to determine whether or not to bid the project. They also requested verification of any historic preservation ordinances existing in Fryeburg and if they are applicable to changes in the Registry building.

11:08 Sheriff's Report: Sheriff Gallant reported that all remaining new vehicles have arrived and are being set up for service. He requested authorization to sell or convey a surplus vehicle affectionately called "War Wagon" #992. After a brief discussion a decision was postponed pending more information. Sheriff Gallant further stated that Deputy Andy Whitney was working out well and is continuing his training with various seasoned officers.

11:14 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 1:30 PM and took the following action. Pending acceptable results of testing and background checks association with all positions in law enforcement, Crystal Aylward, who currently works in the county's EMA, will be promoted to the position of Administrative Assistant in the Sheriff's office in accordance with provisions of county policy.

1:37 RCC Director's Report: Director Jim Miclon reported that RCC has begun taking Rumford dispatch calls during weekday shifts which were previously handled by the Rumford dispatch, recently decommissioned. The dispatcher formerly at the Rumford facility has been picking up some shifts at RCC. Mr. Miclon did not foresee any major impact on RCC but will continue to monitor the situation.

1:50 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 2:45 and took the following action.

A motion to accept a safety enhancement grant in the amount of \$2,000 for the purchase of RCC console chairs - total cost not to exceed \$7,000 with the remaining \$5,000 coming from the RCC equipment account - passed unanimously.

2:50 Personnel Actions

- Ongoing Audit of Timesheet Preparation and Practices: Department heads present at the meeting participated in a spirited discussion about new timesheets. Labor consultant Annalee Rosenblatt referenced a memo she sent to the Commissioners covering her audit of timesheets. She stated she will be meeting with each department in the coming weeks to review audit findings. There was a lengthy discussion about whether or not one timesheet will work for all departments. For the time being, three separate timesheets will continue to be used. Chairman Duguay stressed the importance of getting input from department heads and the treasurer's office as timesheet practices continue to evolve.
- Communication from MMEHT re Claims Experience Report: The quarterly report was duly noted.

3:20 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 3:33 and took no action.

3:34: Items for Discussion: Items for discussion were intentionally taken out of order.

9. Communication from Secretary of State/Director of Elections and County Response: Commissioners reviewed the request for notification to the state of any elections planned for November 5, 2013 in Oxford County, determined there were no elections planned, completed a required form and sent it to the state as requested.
7. Update from Western Maine Economic Development Council (WMEDC): Director Glen Holmes provided Commissioners with an update of activities of WMEDC highlighting casino developments, new hotels planned in Oxford, Community Concepts Finance Corporation sending capital to small businesses, tourism training, local Chamber of Commerce activities, rail service development, passport to the arts, and other WMEDC activities within Oxford County. Mr. Holmes stated that Commissioners would see more lending to outside businesses that are a good risk to generate interest income as WMEDC works toward becoming self-sustaining.

4:00 Personnel Actions

- Update 457(b) Service Election Form: Assistant Administrator Judy Haas presented new service options being offered to employees participating in 457 (b). After a lengthy discussion over how program 457(b) works for employees and county administration, Commissioners decided to only allow one of the options being offered – the ability to contribute to a Roth IRA.
- Update Employee Mileage Reimbursement Rate: Commissioners unanimously voted to keep the mileage reimbursement rate at \$0.50 per mile.

4:37 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 5:15 and took the following action.

By unanimous vote Commissioners approved a job change for Crystal Aylward from EMA Administrative Assistant to Administrative Assistant to Sheriff.

5:20 Matters Pertaining to the Unorganized Territory

- Condition of Bridge on Old West Bethel Road in Albany: this topic was tabled after a short discussion on whether to remove the bridge and go to full closure of the road or to replace the bridge.
- Update on Albany Basin road in Albany: Pending bridge repairs are underway. The two parties affected are okay with the relocation of a portion of the road, but there has been no response regarding compensation to the county for the gravel being removed to relocate the road.
- Update on Hunts Corner Road Improvements in Albany: Road resurfacing is delayed due to equipment problems at Douglas Quarry. UT road agent and Administrator Cole are meeting with a contractor July 19 regarding replacing two stream culverts with concrete precast culverts.
- Authorize Placement of Streetlight at Hunts Corner/Hutchinson Pond roads: Commissioners took no action.
- Overture to Town of Rumford re Road Maintenance in Milton: Commissioners held a brief discussion but took no action. Chairman Duguay inquired about using Steve Swasey for Milton road maintenance.
- Placement of Boundary Signs in Northern Portion of County: Duly noted.
- Continued Review of Contractor Proposals: Review is on-going. Commissioners took no action.
- Certification of Use of Funds - MDOT Local Road Assistance Program: Commissioners noted an anticipated \$58,140 payment to Oxford County for qualifying road work.

5:40 Executive Session: Commissioners unanimously voted to enter executive session to discuss a real estate matter. They came out of executive session at 5:49 and took the following action.

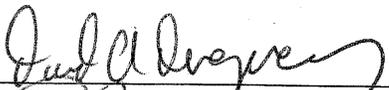
Resolved that \$26,767.12 be appropriated from the undesignated fund balance of the county's general fund for the purpose of covering non reimbursable expenses incurred during completion of an obstruction removal project at the County Airport.

5:49 Items for Discussion and Action:

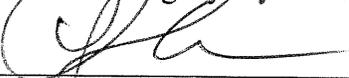
5. Approve Resolution re Non-Reimbursable Airport Tree Removal Costs: Commissioners approved a resolution retroactively authorizing an expenditure of \$26,767.12 for tree removal at the airport in 2012, through utilization of undesignated general fund balance. It was noted that this is a housekeeping measure, and that non-reimbursable expenses to this degree were anticipated at the outset of the project.
6. Video Posted on Website – CGI Communications, NACo: Duly noted.

7. Update from Western Maine Economic Development Council: Addressed earlier in the meeting.
8. Accept Safety Enhancement Grant in Purchase of RCC Console Chairs: Addressed during RCC Director's report.
9. Communication from Secretary of State/Director of Elections and County Response: Addressed earlier in the meeting.
10. Release Notice of Caucuses to Elect 2014 budget Committee Members on August 28 at 6 PM. Commissioners released said notice.
11. Review Draft letter of Appreciation for Mailing to Legislative Delegation: Letter was not yet available.
12. Review Commissioners' 2013 goals: Commissioners acknowledged the need for improved lighting and security in the building. They also agreed to work on citizen recognitions for community involvement.
13. Administrator Task List: No discussion.
14. Consider Holding "2nd" Meeting on August 6 at 6 PM: Confirmed.
15. It was noted that between the June and July meetings Commissioners approved a liquor license for Black Brook Cove Campground. It was further noted that the application arrived county offices in late June and that this action was taken off-line in order to avoid a July 3rd license expiration.

No other bills or accounts were given consideration on the 16th day of July 2013. Commissioners adjourned at 5:58 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott Cole, Administrator