

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 December 12, 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, legislators and county residents were present at different times throughout the session.

The Pledge of Allegiance was recited.

9:05 Approve Minutes of Meetings Held at 9:00 AM and 6:00 PM November 13th: A motion was made and seconded to table the November 13 Commissioners meeting minutes and the November 13 Budget Committee Workshop meeting minutes until later in the meeting. The vote was unanimous.

9:06 Adopt Agenda: A motion was made and seconded to adopt the agenda as presented. The Administrator requested flexibility to change or incorporate the following agenda items:

- anticipate tabling UT budget approval;
- flexibility on #3 of "items for discussion" to split the proposed resolution into two separate motions;
- county tax collections;
- law firm is looking for a meeting date.

The motion was made, seconded and the Commissioners voted unanimously to adopt the agenda with changes presented by Administrator Cole.

9:10 Public Comment: The Chairman asked for public comment. Pat Shearman requested that the Commissioners expand county insurance coverage to domestic partners. Ms. Shearman presented information and facts to support the change in coverage. Having no objections, the Commissioners advised the Administrator to check with the health trust regarding whether there are any deadlines necessary to meet to make the action applicable beginning January 1, 2013. The motion to approve domestic partnership insurance coverage for county employees was made and seconded and unanimously approved. Ms. Shearman thanked the Commissioners for their consideration.

9:27 Public Hearing UT Budget

Administrator Cole stated that an in-depth study of UT road maintenance costs is currently underway and should lead to better contracts for snow plowing and road maintenance in the future. In addition, although the Administrator does not expect any surprises, the FY 14 budget has not been finalized for review and approval by the Commissioners. During the discussion on the UT budget, there was a brief sideline about a previous invoice for \$3,000 at the airport which was originally billed as snow removal. The invoice was determined to be for site work, shoring up the parking lot and blocking a taxiway with concrete blocks. Mr. Cole further stated that the airport budget should stabilize in 2013. The Administrator requested postponing UT budget review until the January meeting. The Commissioners unanimously voted to table the UT budget hearing until January 15th.

9:28 Elect a Chairman for 2013

Commissioner Jackson nominated Dave Duguay to fill the position of Chairman in 2013. The nomination was seconded by Chairman Merrill. The vote was unanimous to elect Dave Duguay as Chairman for 2013. Commissioner Duguay thanked the other Commissioners for their confidence.

9:30 Department Heads

Department heads met with the Commissioners to discuss a variety of topics, some being unique to specific departments and other topics being of concern to several or all departments. Highlights of the discussion follow.

- 1) Jail Administrator Captain Ed Quinn stated the new hires started working last week and are scheduled for this weekend. He has frozen overtime barring any unforeseen emergency. Captain Quinn met with Scott Ferguson from the Board of Corrections to go over expenditure projections for the rest of the budget year and will be going to the BOC in January to explain increased expenditures at the jail due to unavoidable increases in bed days at the jail. Commissioner Duguay inquired about part time help at the jail which prompted a brief discussion about the new ruling that all jail employees must be trained as full time corrections officers. This will prove a hardship since most part time corrections officers have other jobs and will not be able to take six weeks off for the training. Commissioner Jackson suggested this matter be addressed with legislators who will be in attendance at the meeting this afternoon.
- 2) Computer Systems Administrator Al Larrivee said everything is going fine, the integrity audit went well and the budget is on target.
- 3) EMA Director Allyson Hill briefly reported on the following:
 - Homeland Security Grant letter has been received;
 - Oxford County CART Team participated in a statewide exercise;

- last radio pool buy is in the final stages of being completed;
 - Oxford County Ham radio operators were recognized in QST, the national Ham radio magazine, for becoming public service partners in the county.
- 4) RCC Director Jim Miclou highlighted the following topics including five budget line items that are over budget and ongoing activities:
- Telecommunicator \$18,273.29 contract pay out, sickness;
 - Reserves \$358.29 training four new people, lack of staff to fill shifts;
 - Mileage \$1,039.19 training travel, meeting with more agencies;
 - Tower lease \$2,466.44 paid Hiram tower lease early;
 - base Radio Repairs \$1,707.98 repairs to base radio (Spruce Mountain Radio) Acorn Recording system repairs and re-location project;
 - Communications Governing Board meeting Thursday, 29 November 2012;
 - Communications Policy Committee meeting Tuesday, 04 December 2012, worked on four policy updates at Rumford Fire;
 - RCC and county law enforcement department head meeting 06, December 2012 covering alarms, domestic assault, speed pursuits, death investigations. Protocols to be implemented in the next two weeks;
 - Wrote two new policies, "Tracker" and "U21";
 - continuing to re-write and update the "SOP" Standard Operation Policy manual;
 - communicated with the county EMS chiefs in reference to a HIPPA issue, wrote a policy that covers the issue, receive approval from the EMS chiefs;
 - special credit to reserve dispatcher Stacy M. Blaquiére in reference to her idea for "U21" Policy;
 - received an inspection from Maine Emergency Medical Services receiving a score of "in compliance";
 - the county's EMS license was renewed;
 - met with two electricians in reference to the building generator notification issue;
 - received a quote reference to connecting Streaked Mountain with the RCC. \$6,884.00;
 - Columbia, Missouri never returned the communication regarding surplus Orbacom radio equipment;
 - planned meeting in January with county EMS chiefs;
 - planned meeting in January with county law enforcement chiefs;
 - planned meeting in February with central and southern wrecker operators;
 - planned employee shift meetings in January to cover policy, quality control, and other issues.

- 5) Assistant to the RCC Director Geff Inman highlighted the following on-going communications work around the county:
- communications to test and work on improving communications in northern parts of the county, specifically Upton, Errol NH, Magalloway, and Wilsons Mills areas. Wilsons Mills and Magalloway fire department radios were narrowbanded. Discussed with Ed Barnett of Lincoln Plantation and Roy Edwards of Magalloway ways to better serve northern Oxford County communications needs;
 - work on the back-up trailer December 18th toward completing this project;
 - Ham radio operators will be testing the northern area of the county for signal strength and possible location of Ham radio equipment;
 - quality control- surveying dispatchers, fire, law and EMS to gather information that will be helpful in working together, increasing efficiency and making policies to better serve our communities;
 - working with area fire and law chiefs to make sure we are working together on communications needs.
- 6) Register of Probate, Jennifer Dilworth was introduced and welcomed to the county department head meeting.
- 7) Register of Deeds Pat Shearman highlighted the following activities in her office:
- Deeds East did not win the grant they applied for earlier in the year;
 - office moral and productivity are very high and employees are enjoying their newly painted offices;
 - revenues are at 92.4% and expenses are at 82.2%;
 - Deeds East has recently developed a pamphlet to send to towns addressing the "official record" status of documents in the deeds office and describing what they actually do.

There was a brief discussion regarding development of a similar brochure for the Commissioners and county government in general to describe what goes on at the county and how it benefits county residents.

- 8) Treasurer Roy Gedat highlighted the following:
- reviewing applicants to fill the finance clerk position, looking for someone with a strong background in accounting concepts and hoping to have a recommendation by the January meeting;
 - testing job applicants for competency in accounting skills;
 - Roy thanked the Commissioners for allowing Deb Martin to work the overtime to cover the position vacancy in the office.

There was a brief discussion regarding cell phone coverage in the northern parts of the county with reference to cell phone boosters that can help with coverage. Geff Inman stated he was considering one for the communications trailer.

9) Administrator Scott Cole presented the following items requiring action by department heads and actions being addressed countywide:

- requested communications address removing or minimizing the antennas on the county courthouse and setting a date for a resolution on this issue;
- requested department heads please send to the Commissioners Clerk an electronic bulleted list of items to be discussed at the department head meeting;
- working on changing from instapay to current pay procedure for the remaining employees on instapay;
- paving the way for time clocks and related policy development;
- changing the email server ASAP in 2013 to improve email communications.

Instapay discussion included recognizing the burden is on the county to prove who is still on instapay to facilitate changing over to the current pay system. Commissioner Duguay stated there needs to be talking points on the change over to time clocks as this issue will be huge and needs to address all concerns.

Commissioner Duguay thanked the department heads stating this is the most valuable hour of the month. Commissioner Jackson reiterated Commissioner Duguay's comments and added it had been a pleasure to work with everyone over the last twelve months. Chairman Merrill thanked everyone for a good year at the county and wished everyone a Merry Christmas.

10:30 Commissioners took a short break.

10:45 Enact 2013 General Fund Budget as Recommended by Budget Committee:

On the Administrator's recommendation the motion was made seconded and unanimously approved by the Commissioners to enact the Oxford County 2013 General Fund Budget.

10:47 Treasurer's Report

Treasurer Roy Gedat distributed his report highlighting the following:

- last week's payroll sparking a lengthy discussion on sick pay, overtime and the unfunded liability associated with accumulated sick pay;
- drawing down the fund balance;
- cash reserve-expecting a tighter reserve in 2013;
- bidding out the auditing services.

The Commissioners decided to review the general fund balances line by line to get a clear picture of the status of the 2012 budget. Roy recommended a full budget review with the department heads in the future. Other discussions included airport budget, Stonegarden, EMA grants, electricity costs, vehicle fuel and repair, and retirement calculations.

11:30 Sheriff's Report

In Sheriff Gallant's absence, Captain Quinn presented the jail report highlighting the following:

- bed days;
- booking times;
- video arraignments;
- event types;
- installing three phone lines in the jail for inmate paid calls.

Captain Quinn requested the Commissioners sign a letter of approval to allow Oxford County to participate in a statewide consolidated bid process for phone service to inmates. The Commissioners gave tentative approval pending review by the Administrator.

Captain Quinn presented the Sheriff's monthly reports on vehicle maintenance, mileage and incident reports for their review. The Commissioners asked Captain Quinn to comment on overtime. He could not speak for the Sheriff's patrol but said that in the jail once an officer reaches 119 hours that is the cut off point. The Commissioners stated they would address the overtime in the Sheriff's department with the Sheriff.

The Commissioners then signed the renewal of multiple patrol deputies' commissions. (Note: A more complete detail of this action will be sent prior to January 15th.)

Administrator Cole stated the Sheriff requested approval to hire Peter Casey of Rumford. Commissioners gave their approval to move forward and would approve hiring pending the outcome of a background check and other hiring protocols.

Authorize Payment to BOC Investment Fund:

Upon Administrator Cole's recommendation the Commissioners moved, seconded and unanimously approved a payment of \$93,537 to the Board of Corrections, representing the first of two payments to be made in FY 13.

The Commissioners engaged in a short conversation covering several topics including the following:

- all items need to go through the Administrator prior to being submitted to the Commissioners for action;
- being a professional driver is part of being a patrol officer and should be addressed;
- it may be time to look for a new vehicle maintenance service center;
- requests for Christmas donations for charity;
- reviewed the list of legislators and topics to address at the afternoon session.

No immediate action was taken.

12:12:12:12:12:12: On December 12, 2012 at exactly 12:12:12 PM the Commissioners recessed for the county Christmas party.

1:05 Reconvene meeting:

1:10 Meet with County Legislative Delegation

Chairman Merrill welcomed the legislators who were in attendance-Jarrold Crockett (Bethel), Matt Peterson (Rumford), Tom Winsor (Norway) and Roger Jackson (Oxford). The Administrator distributed a list of suggestions for legislation in 2013 that are pertinent to Oxford County and other Maine counties as well. The list included three statewide topics, three UT items, one item specific to Oxford County and three MCCA initiatives. Discussion ensued with county officials offering testimony should any of these topics materialize into proposed legislation.

Before concluding, Commissioner Jackson brought up a new mandate passed by the Maine Criminal Justice Academy requiring part-time corrections officers be trained as full-time officers. He expressed his concern at the increased cost to counties in Maine if they have to hire all full-time corrections officers; since part time officers usually have other jobs, and will not be able to take six weeks off to get the training required by the ruling. The Sheriff added that it would be helpful if officers could apply for education loans for this kind of training.

The Commissioners agreed to prioritize legislative concerns with an information packet forthcoming.

Chairman Merrill thanked the legislators for lending their ear to the county's concerns.

2:10 The Commissioners took a short break and informally conversed with the legislators.

2:35 Executive Session to Discuss Labor Negotiations: The Commissioners unanimously voted to enter executive session to discuss labor negotiations with Patrol Deputies (OCDA) and Dispatch Employees (AFSCME) They came out of executive session at 3:52 PM and took no action.

3:53 Items for Discussion:

- 1) Update from Maine County Commissioners Association: The monthly meeting took place today and it is reported that Tim Leet has resigned his position as executive director effective January 1, 2013.
- 2) Request to Amend Personnel Policy re Domestic Partners: This was discussed earlier in the meeting under public comment.
- 3) Resolution to Transfer Funds and Authorize Certain Building Repairs and Procurements: The following resolutions were authorized unanimously.

- *RESOLVED that \$50,000 in county undesignated fund balance (1000-301) be transferred to the County Building Reserve (1000-363) for the following purposes:*
 - *to offset an existing county Building Reserve overdraft of \$9,883.56, paid to Nason Mechanical earlier in 2012 for wood pellet boiler system installation;*
 - *To then pay the amount of \$5,370.00 from the Reserve to Tim Durgin Construction for repairs and improvements to district court ceiling and lighting;*
 - *To then pay the amount of \$18,350.00 from the Reserve to Tim Durgin Construction for roof stripping and replacement at 40 Western Ave;*
 - *Resulting in a county Building Reserve balance of \$16,396.44.*

- *RESOLVED that a maximum amount of \$8,096 be expended from the 2012 Contingency account (2090-8509):*

1) purchase photocopier for District Attorney's office - not to exceed \$5,500;

2) purchase photocopier for Criminal Investigation Division (40 Western Ave) - \$2,596;

Total estimated expenditure is \$8,096, with \$1,475 remaining in this year's Contingency appropriation.

4) Unorganized Territory Matters:

- **Mason Township-Improvement to Tyler Road:** USFS-sponsored improvements have been a disappointment but tolerable. The logging operation will be out by March 20. Posts will be set to accommodate a gate for the road should one be necessary at any point in the future to protect the road during spring thaw.
- **Albany Township-Improvements to Hutchinson Pond Public Access:** The county has worked with IF&W officials to improve the site.
- **Milton Township-Joint Project with the Town of Rumford to Clear Roadside Vegetation:** holding off on this project (estimated cost of \$2,000-\$2,500) because the county doesn't have the money at this time.
- **Submit Letter of Interest to MLUPC:** The County will submit a letter of interest and Commissioner Duguay sent a response to AVCOG stating the county would like to possibly rely on them for future assistance in the matter.

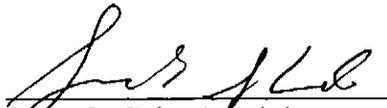
- 5) Electricity Purchasing: The matter was discussed earlier in the meeting. Administrator Cole will be contacting CN Brown for information on switching electricity providers.
- 6) Response to County RFQ and Airport Consultant Selection Process: the county received six responses to its RFQ. Administrator Cole, Phil Simpson and Todd Sawyer will conduct the interviews and make a recommendation to the Commissioners for approval January 15th.
- 7) Administrators Task List: The Administrator is chipping away at the list.
- 8) Skelton Taintor: The law firm is looking for a time to meet with the Commissioners prior to the end of the year. Probably won't happen until January 10th mediation.
- 9) Hanover South Shore Road: Communication from Hanover residents. Details are unclear at this time.
- 10) Overtime and Purchase Orders: Commissioners stated they spoke to the Sheriff about these matters after the legislators' discussion.
- 11) Obtaining a Different Auditor: It could be put out to bid and need not necessarily accept any of the bids. Consensus was to seek bids for FY13 UT and Jail audits.
- 12) Work hours for 12/24/12: County offices will be open 8:00 AM to 4:00 PM. If employees want to take time off they will need to use their own accrued leave.
- 13) Approve minutes: Approval of the minutes for the November 13th meetings was tabled until January 15th.

No other bills or accounts were given consideration on the 12th day of December 2012. The Commissioners adjourned at 5:20 PM.


Steven M. Merrill, Chairman


David A. Duguay, Commissioner


Caldwell Jackson, Commissioner


Scott G. Cole, Administrator