

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 February 19, 2013 being a regular session, there were present:

Dave Duguay, Chairman
Caldwell Jackson, Commissioner
Steven M. Merrill, Commissioner
Scott G. Cole, Administrator
Becky Secrest, Commissioners Clerk

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

9:00 The Pledge of Allegiance was recited.

9:01 Approve Minutes of Meetings Held on December 12th, January 22nd and February 5th: Commissioner Merrill motioned to table the approval of minutes. The vote was unanimous. The motion passed.

9:02 Adopt Agenda: The motion to adopt the agenda as presented was unanimously approved by the Commissioners.

9:03 Public Comment: There was no public comment.

9:04 Items for Discussion and Action

1. Update from Maine County Commissioners Association (MCCA): Administrator Cole, who attended the MCCA meeting February 13th for the Commissioners, gave the following remarks:
 - Pleas to remain as voting members were heard from affiliate groups;
 - There was a lot of discussion on proposed legislation;
 - Commissioners present at the meeting stated they appreciated input from affiliate members but did not support them being voting members;
 - A modification to risk pool insurance coverage was tabled until next year.

Commissioner Merrill asked Pat Shearman for clarification on the best way to maintain county records in perpetuity should risk pool insurance not cover the cost of doing so. She stated that the best way is to maintain current software technology and to have redundant back ups. Currently the primary methodology is micro-film.

Administrator Cole requested the Commissioners come back to legislation as time permits.

9:08 Consider Petition from Hanover Residents re Winter Maintenance of South Shore Road: Commissioner Merrill thanked those who gathered information for the Commissioners to fully understand the issue at hand. Administrator Cole stated Hanover Selectman Dick Stratton did a good job in reviewing the corresponding documents and in his opinion, Hanover selectmen met all the checkmarks for meeting the statutes for road closure and therefore the road closure for South Shore Road is valid for this current winter season. Hanover resident Jeff Eaton requested copies of said documents that were presented to the Commissioners. Mr. Stratton reviewed the sequence of events leading up to the closure of South Shore Road and further stated his opinion that nothing was done in secret. Although documentation of proper public notification could not be found, by the number of town residents present at critical meetings he believed notice to have been duly given and the closure of South Shore Road to town maintenance was legal. Furthermore, under statute this decision must be revisited this year (2013).

Commissioner Merrill stated it appears all the homework was done and the citizens have the opportunity to weigh in on the closure at this year's town meeting. He moved that the Commissioners support the town's position. The motion was seconded and unanimously approved.

9:20 Items for Discussion (continued):

1. MCCA Legislative Update continued: Oxford County is the driver of two bills supported by MCCA:
 - LD 82: A peoples' veto (which is pretty much dead).
 - LD 211: Determination of growth factor through state valuation. The hearing for this bill is next Monday (February 25th) and is believed to be supported statewide.
 - LD 397: Requesting a February 1st submission of UT budgets to the state and to formally detach the budget committee's role from UT budget review. Although there is some opposition, the Administrator is communicating with other counties for their support.
 - The Administrator is following additional general statewide legislation with the potential to affect Oxford County.

2. Communication from Town of Bridgton re Legislative Matters: Administrator Cole acknowledged receipt of a letter from the Town of Bridgton regarding concerns with the state budget. The Commissioners duly noted the letter and took no action pending further information.

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. Chairman Duguay reminded the department

heads to keep their comments to ten minutes maximum in the interest of staying on schedule.

- 1) Jail Administrator Captain Ed Quinn opened by stating there are currently 13 in-house inmates and the on-going challenge of where to take prisoners once Oxford County has maxed out its seventy-two hour statutory holding time period. He further stated he will be attending the Bureau of Corrections (BOC) meeting in the afternoon, 1-4 PM, and will be asking to address the BOC regarding this issue and to make plans for Oxford County Jail (OCJ) inmates, with the larger jails that have the resources that OCJ does not. The larger jails receive payments from the Board while OCJ pays into the system.

Captain Quinn further elaborated on an experiment with Dr. Anne Leblanc on Wednesday, February 13th when a 5 hour required psychiatric evaluation of an inmate was held at OCJ. All the doctors' needs were met:

- The multi purpose room with table and chairs.
- On-camera privacy, security.
- A portable radio, the doctor could use the officer down button for an alert to trouble.
- The inmate's local attorney was able to attend one part of the testing, and confer with the doctor.

Dr. Leblanc will meet with local area assigned doctors to explain this alternative to transporting inmates to Riverview in Augusta for evaluation saving time and money in the long run.

- 2) Systems Administrator Al Larrivee yielded his time to EMA Director Allyson Hill.
- 3) EMA Director Allyson Hill briefly reported on the following:
 - Most 2012 hazardous chemical reports are in;
 - The recent radio buys closed out several grants;
 - Radios for school districts and public works have been distributed;
 - Several Form 7s have come in from the blizzard a couple weeks ago - Ms. Hill does not believe we will receive a declaration;
 - EMA will provide a full HazMat course to firefighters in Region 9 school district;
 - Several school drills are scheduled for this month and next month.
- 4) Assistant to the RCC Director Geff Inman reported on the following:
 - Quality Assurance Survey: At the recommendations of the Communications Governing Board, RCC has developed a quality assurance survey for fire, law, rescue, and dispatch to help make improvements in communications between agencies.
 - 3rd Annual Communications Training Conference will be held April 6, 2013 at Lovell Fire Station. The following speakers are scheduled for the conference:

- Steven Mallory - Maine Emergency Agency - Hurricane Sandy
- Chief Darrel Fournier - Freeport, ME - Hurricane Sandy
- Oxford County Sheriff - Responding to Crime Scene Incidents
- Chief John Oates - East Hartford, CT - Responding to Violent Incidents

5) RCC Director Jim Miclon discussed the following topics:

- Budget is on target at this time.
- Four legislative bills affecting RCC:
 - LD 196: Regarding the implementation of the quality assurance program for public safety answering points;
 - LD 275: To require the Emergency Services Communication Bureau to expand the existing quality assurance system;
 - LD 298: Membership of the Emergency Medical Services' Board;
 - LD 372: To transfer the responsibilities of the Department of Public Safety, Maine Communications System Policy Board to the Bureau of Consolidated Emergency Communications.
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- Adding more quality assurance duties to supervisors.
- Communications Governing Board taking a serious look at assigned work stations.
- Training for staff ahead of last year and on-going.
- Spillman/PageGate software installed yesterday.

Director Miclon stated the PSAP consolidation was a dead issue due to no funding for the quality assurance portion of the bill. There was an extended discussion on assigned work stations with the director's confirmation that all dispatchers are trained on all stations. However, in an emergency situation dispatchers best qualified for the agency engaged would be moved to that station if not already there.

6) Register of Deeds Pat Shearman highlighted the following activities in her office:

- Security Issues: historic architectural integrity of courthouse buildings;
- Sending out brochures with cover letter to all towns, and singly to other frequent users stating the importance of maintaining official records;
- ACS/Xerox offers E-recording at no charge to all users in Maine, thanks to Cumberland's register, Pam Lovely, advocating for all ACS users in Maine. The fee had been \$5,000 per county before this. We are studying and taking it slowly even at no cost due to some issues that have come up; notably acceptance of electronic signatures that were thought to be guaranteed originals and adherence to Maine law regarding notarizations.

- Deeds East participated in a webinar entitled “Mold!” put on by Heritage Preservation *The National Institute for Conservation*, Washington, D.C. There were 120 participants worldwide and there was a lively Q&A period that attendees found informative.
- Maine Registry of Deeds Association (MRODA) actions:
 - Developing a statewide margin standard that will be accepted by all registries;
 - LD 49: Dealing with electronic recording of documents and accepting funds electronically;
 - LD 135: Putting all government documents on the internet;
 - LD 465: Improving access to public land records.
- Software contract expires in 2014: the deeds office will be visiting various other counties to explore alternative software options to stay up to date on technology.

- 7) Treasurer Roy Gedat opened by thanking everyone for their patience while training Megan as the new Finance Clerk. He then highlighted the following:
- Budget reports will be out prior to the next meeting. All 2013 appropriations have been entered into MUNIS.
 - Cash position is tight for the next two weeks until the TAN is realized.

RCC Director Jim Miclon inquired when vacation and accrued time will be noted on paystubs. Roy stated that non-bargaining staff will be addressed first. Administrator Cole stated the cash position is an annual structural condition due to how taxes are collected. Roy responded that it becomes a problem if a major expenditure is required prior to receiving the TAN. Pat Shearman said the Registry of Deeds currently bills towns twice a year and suggested perhaps they could bill monthly if it might help the cash situation in the county. Chairman Duguay requested department heads keep an eye on cash flow for the next few weeks.

- 8) Sheriff Gallant commended Pat Shearman on her concern for the safety of the building. He further commented on the following activities:
- The next Sheriff’s breakfast topic will be school safety.
 - Sheriff’s office will be working with Hebron Academy on safety issues.
 - Overtime for Stonegarden is built into the budget.
 - Calls outside of regularly staffed hours are contributing to overtime expenses, over \$3,000 already in 2013, because the Sheriff’s Department doesn’t have a 24/7 staff.
 - Call sharing is not working as the State Police are falling back on the Sheriff’s department for coverage on calls.

- 9) Administrator Scott Cole held his comments until next month.

Commissioner Jackson thanked the department heads for a fantastic job at this meeting. Commissioner Duguay concurred and thanked the department heads.

10:30 Commissioners took a short break.

10:40 Treasurer's Report

- Action on Tax Anticipation Note (TAN): Treasurer Roy Gedat opened the TAN bids and stated he would return later in the meeting with a bid selection. He then requested the Commissioners grant him the authority to borrow from casino funds if it becomes necessary prior to receiving the TAN. Administrator stated he hopes to avoid using casino funds. After a brief discussion, the following motion "to grant the Treasurer, upon final approval by the Chairman, authority to borrow from the casino fund should it be necessary for the purpose of covering county expenses" was unanimously approved.

- Treasurer Roy Gedat distributed his report highlighting the following:
 - Most recent payroll week was one with low overtime;
 - TAN funds should be in by March 1st alleviating the current tight cash position;
 - Roy is perfecting the list of instapay employees and gathering documentation in anticipation of push back by employees;
 - The TD account remains open due to uncashed witness fees.

- Adopt a Resolution concerning Casino Reserve and Monthly Transfer to General Fund: After a brief discussion on transferring casino money to the general fund the following resolution was unanimously approved.

"resolved that the Treasurer shall transfer an amount of \$30,000 from the Casino Reserve to the general fund at the close of each of the twelve months in 2013, representing a total utilization of \$360,000 in Casino Reserve funds in this year, for the purpose of offsetting taxation and pursuant to approval of the 2013 general fund budget of Oxford County"

This resolution will be revisited annually.

- Final resolution on Probate Register's salary:

There was a brief discussion regarding how Probate maintains the 2013 budget given the adjustment of Probate Register's salary to three-quarter time at the January meeting. After explaining how the actions came about and that any overdrafts will be offset by reductions in other lines in the Probate budget, the following resolution was unanimously approved.

"resolved that the Treasurer shall transfer an amount of \$6,424 from the 2013 Probate Contingency account to the Probate Register's Salary line, first established at \$17,206 and;

further resolved that all non-wage expenses of the Probate department in 2013 shall be reduced by the aggregate amount of \$2,178, thus providing for the Probate Register's annual salary now established at \$25,808"

11:15 Sheriff's Report

- Monthly Update: The Sheriff provided his monthly updates of law incidents.
- The motion to Accept Forfeited Items in *State of Maine v. Aric Pickens*: Said motion was made, seconded and unanimously approved. The forfeited handgun will be traded for credit in future Sheriff's department purchases.
- Disposition of Surplus Equipment: The Sheriff requested he be allowed to trade an out of service light bar for credit toward lighting equipment on patrol cars in the future. This action was approved.
- Two Chargers (new patrol vehicles) should be shipped in three or four weeks.
- Establish Two Capital Reserves in Jail Fund: Commissioner Merrill proposed the following resolution:

"resolved that two capital reserves designated 'Vehicles and Equipment' and 'Employee Accruals and Benefits' within the jail fund are hereby established, and;

further resolved that the initial balances of these reserves as of June 30, 2012 shall be determined by the county auditor in conjunction with his issuance of the jail fund's audited financial statements for FY 12"

The resolution was unanimously adopted.

11:37 Items for Discussion (continued)

- 3) Electricity Purchasing: Administrator Cole stated he had engaged in a one year contract with C. N. Brown for electricity purchasing. This item will be added to the list of recurring items for annual review.
- 4) Issuance of Letter to Towns re Discontinued and Abandoned Roads: Administrator Cole will draft a letter to be reviewed by the Commissioners at a later date.
- 5) Discuss Maintenance of the Final 1.5 Miles of Tyler Road in Mason Township: A lengthy discussion ensued regarding where the county stands on maintenance of this section of Tyler Road. After much back and forth and a review of past conversations it was determined the county would provide no winter maintenance and would maintain the road to as good as or better condition as when it was taken over by eminent domain.

12:12 PM Adjourn for lunch.

1:05 Reconvene meeting.

1:06 Executive Session to Discuss Labor Negotiations and a Personnel Matter: The Commissioners unanimously voted to enter executive session to discuss labor negotiations with OCDA and an unrelated personnel matter with the Sheriff and Chief Deputy. The Commissioners came out of executive session at 3:00 and took no action.

3:15 Action on Tax Anticipation Note: The Treasurer distributed the TAN bid results to the Commissioners and his recommendation to go with Norway Savings Bank. After a brief discussion Commissioner Merrill motioned to accept the bid for the TAN on a draw as needed basis from Norway Savings Bank. The approval was unanimous.

3:20 Communication from Mr. Joel Speakman of Edward Jones, Inc: Joel Speakman gave a presentation to the County Commissioners highlighting the services Edward Jones could bring to the county. Mr. Speakman stated he was requesting an opportunity to service the county retirement accounts. The Commissioners thanked Mr. Speakman for his presentation and took no action.

3:30 Items for Discussion (continued)

6) OCMOA Meeting Dates: The follow dates are scheduled for OCMOA meetings:

- February 27th in Locke's Mills
- March 27th in Woodstock
- April 24th at the Oxford Airport
- May 22nd in Porter

7) Discuss Policy re Inclement Weather Closures: The Commissioners and Administrator discussed the current inclement weather policy, the recent snow storm, compensation for snow days, policy on when and how often to re-evaluate building closure in a storm. Pat Shearman provided her comments and experience and concerns for employees and how to best staff offices during inclement weather. In the end it was left that if the building is open and employees want to leave they can use vacation or comp time. If the building is closed, the time off will be considered administrative leave and employees will be paid.

4:00 Western Maine Economic Development: Executive Director Glenn Holmes provided the Commissioners with an update highlighting the following topics:

- Passport to the Arts: WMEDC is currently in negotiations with an area non-profit that will pick up this project as a fund raising opportunity.
- Envision Rumford continues to develop with a spring event, the Paul Bunyan Festival, including a new and improved 600 foot zip line over the river.
- Training – the newest program is called “Launch Box” and is a five week program designed to assist individuals looking to start their own business.
- Chamber of Commerce: WMEDC continues to work closely with area chambers.

- Rail Corridor: WMEDC is currently staffing the Oxford & Coos County Rail Corridor Committee for the Bethel Area Chamber of Commerce Transportation Committee.
- What is Next: WMEDC is working to identify how business may be able to improve production, reduce costs, deliver a better product, or increase profits within the tourism, wood and precision machining industries of the county.

Director Holmes closed by saying he expects to see increased economic activity and new construction in Oxford in the spring.

4:10 Communication from Ms. Bria White re *The Cupboard Collective*: Ms. White gave a presentation on her project to fill the gap in rural Maine by getting food to Oxford County food pantries efficiently, therefore making fresh produce more readily available to those in the county who struggle with access to food pantries. The project currently is focusing on getting towns to sign on with a \$1,500 yearly pledge to cover transportation costs. Commissioner Merrill suggested service organizations might also be willing to be contributors. Ms. White asked if she provided a letter of support to the Commissioners, might they sign it endorsing the program. They agreed to consider it and Ms. Bria said she would send a letter.

4:30 Items for Discussion (continued):

- 8) Discuss Fryeburg Registry of Deeds: After reading a trail of emails from Chairman Duguay, Administrator Cole and Register of Deeds West Jean Watson, the topic was continued to next month.
- 9) Review Commissioners Goals for 2013: The following goals were reviewed.
 - Deeds West: discussed earlier.
 - Airport Initiatives: ongoing.
 - Time Keeping: Annalee Rosenblatt stated another county has just initiated a new timekeeping system. She suggested waiting six months to see how it pans out.
 - Comprehensive Wage Study: Chairman Duguay requested Annalee Rosenblatt update the previous wage study with 2013 data.
 - Capital Improvements: ongoing.
 - Drug Enforcement: may see some movement from the Sheriff's office soon.
 - Job Evaluations: not much activity.
 - Recognition of employees and Oxford Count citizens: Chairman Duguay encouraged everyone to keep this in mind and feel free to make suggestions.
- 10) Administrator's Task List: No update.
- 11) TAN process: Administrator Cole suggested the TAN process could use some work and be accomplished with greater efficiency.

12) Minutes from previous meetings: the previously tabled minutes will be carried over to next month.

13) Honoring RCC employees: Administrator Cole stated the Commissioners were requested to send a representative to the Communications meeting in Lovell where two RCC employees will be recognized.

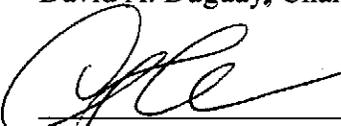
14) Signing the TAN: the following resolution was unanimously adopted.

"resolved that the Chairman and other Commissioners are hereby authorized to individually execute any and all documents related to a 2013 tax anticipation note, upon review and recommendation of county bond counsel"

No other bills or accounts were given consideration on the 19th day of February 2013. The Commissioners adjourned at 4:55 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott G. Cole, Administrator