

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:02 AM on March 19, 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, media representatives, and county residents were present at different times throughout this session.

9:02 Pledge of Allegiance was recited.

9:01 Approve Minutes of Meetings Held December 12, January 22, February 5, and February 19: Minutes for meetings held December 12, 2012 and January 22, 2013 were approved with changes noted in discussion. Minutes for meetings held February 5 and February 19 were tabled.

9:10 Adopt Agenda: Commissioner Merrill motioned to adopt the agenda. Administrator Cole requested several topics be added to the list of items for discussion. A revised motion to adopt the agenda with additional items for discussion was unanimously approved.

9:03 Public Comment: White Mountain National Forest Ranger Reginald Gilbert provided a detailed overview of completed and on-going project activities relative to Tyler Road reconstruction and timber harvesting in Mason Township. Timber harvesting is approximately 78% complete and road reconstruction is approximately 98% complete. An excavator has been left on Tyler Road for seasonal erosion control and a future culvert change either late spring or early summer. There are also a few loads of gravel left to deliver at specific road sites such as low spots and culvert installations. To date \$94,926 in goods and materials has been spent on upgrading Tyler Road. With March 20 designated as the last day for timber harvesting on national forest lands until after mud season, conversation revolved around how to best protect work that has been done to improve Tyler Road. Gating the road for a brief period this spring was suggested as a preferred method of preventing mud season damage, with a provision for sharing lock combinations with in-holders (those who own property past the proposed gate location). After mud season Tyler Road will remain completely open to recreational traffic and Mr. Gilbert stated he would be the official forester checking the road periodically for any needed maintenance. The forest service provides service maintenance such as culvert cleaning and downed tree removal on roads used for foresting and access to trail heads and recreational forest lands.

Mr. Gilbert described a late spring or early summer "walk through" with engineers, contractors and forest service officials to complete the project and invited the Commissioners to attend. It is expected the forest service will complete foresting activities next winter for approximately five weeks and after that it would be ten to fifteen years before foresting activities resume. Once the foresting is complete there will be no reason to plow the road in winter.

Several local residents spoke in support of maintaining Tyler Road now that it has been upgraded. In personal statements, Tyler Road property owners John Laban, Rosemary Bunn-Laban and Greg Frangoulis questioned, with skepticism, Chairman Duguay's previously quoted intention not to maintain the road. They cited environmental issues, and county responsibility to provide road maintenance consistent with other county roads of equal status. A statement from Celina Adams and Cameron Wake, also of Mason TWP, was presented by Greg Frangoulis in support of road maintenance and a gate system during mud season to protect the road.

Administrator Cole spoke on behalf of Al Lovejoy who had called prior to the meeting and requested his thoughts be relayed to the Commissioners. Mr. Lovejoy wished to express his sentiment that given the amount of federal and county resources which had gone into the road in the past two years, the road ought to be regularly inspected and maintained to some degree in the future.

Mr. Gilbert addressed the question of when the proposed gate would be closed and opened by stating the gate would be closed when the road softens in spring and opened as soon as possible once road surface is dry and ditch lines are free of snow. He reiterated the importance of gating every year to control unnecessary traffic and subsequent road damage, with customary shared combinations for in-holders and keys for first responders. Mr. Laban stated there would more than likely be a lot of participation from locals to help keep the road maintained.

Commissioner Merrill thanked Mr. Gilbert for a detailed description of work and the current state of Tyler Road. Chairman Duguay inquired of Administrator Cole the status of the gate. Mr. Cole said the gate was in the shop but has not been placed on Tyler Road. He further stated that an alternate option is to use concrete blocks as a barricade. Commissioner Jackson asked if spot checks on the road would be on-going year after year. Mr. Gilbert confirmed they would. With no other discussion, Chairman Duguay closed public comment at 9:40 AM.

9:46 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. The department heads collectively wished Commissioner Jackson a happy birthday. Chairman Duguay welcomed Assistant Administrator Judy Haas to the session. He also requested everyone keep their comments brief.

- 1) Jail Administrator Captain Ed Quinn postponed his comments until the lunch recess and jail tour.
- 2) Systems Administrator Al Larrivee elaborated on the following current activities on which his time has been spent.
 - Hirsch door control upgrade went well, uneventful, new PINs have been issued.
 - Pagegate integration with Spillman went well and has been well received by everyone.
 - Netmotion and Columbitech service trials - mobile connection persistence service; Netmotion completed and Columbitech in progress. Deputies hate to go without it. Netmotion is better but Columbitech works. Definitely will need to implement one or another in future.
 - Screen Out service trial; screen blanking and keyboard disabler. Being implemented in five vehicles. New vehicle setups will also get drop and lock port replicators.
 - New Getac laptops for four of the new vehicles.
 - Antivirus renewal in progress.
 - Installing a DVR system in CID for interview room.
 - Will be attending SAA (Spillman Application Administration) certification course in April, Cumberland County.
- 3) Sheriff Wayne Gallant thanked Mr. Larrivee for all the work he has done assisting the department with technology needs and saving money in the process. He also highlighted the following:
 - Today is the last day for Stonegarden until more funding is released;
 - New Dodge Chargers are in New York;
 - New trucks are on the assembly line;
 - Sheriff's office did not participate in the tornado table top exercise in Hartford but will participate in all table tops facilitated by the county EMA office;
 - The Sheriff and Administrator presented a proposal to South Paris for law enforcement services but were turned down.
- 4) RCC Director Jim Miclou highlighted the following activities:
 - RCC budget is on track;
 - Acorn recorder has been moved;
 - Hirsch door locking system is installed and operational;
 - RCC will be renewing efforts to sell the AdCom equipment.
- 5) Assistant to the RCC Director Geff Inman reported on the following:
 - Grant award of \$30,000 for back-up batteries for all mountain towers;
 - 3rd Annual Communications Training Conference April 6, 2013 at Lovell Fire Station. Speakers scheduled for conference include:
 - Steven Mallory – Maine Emergency Agency – Hurricane Sandy

- Chief Darrel Fournier – Freeport, Maine – Hurricane Sandy
- Oxford County Sheriff – Responding to Crime Scene Incidents
- Chief John Oates - East Hartford, CT - Responding to Violent Incidents

6) EMA Director Allyson Hill stated that MEMA has been working with the Department of Education and will be offering an amended Homeland Security Grant school funding package targeting remote door locks, hardwired panic buttons, door numbering for exterior doors and Knox boxes as priority items available for funding. Ms. Hill distributed a list of county grant awardees and a monthly activity report listed below:

- FY2010 Homeland Security Grant closeout applications, received, ranked and submitted (32 submissions, 15 awards);
- Sheriff's Department IDs created and delivered;
- Lockdown drill at Chisholm School in Rumford;
- Region 9 Tech Emergency Operations Plan meeting;
- Decontamination Strike Team Hazardous Materials Operations Refresher Course held;
- Hazardous Materials Operations Course taught to junior firefighters at Region 9;
- State Animal Response Team meeting in August attended by volunteer team members;
- Hazardous Materials Operations Course taught to Bethel Hill FFI & II Course participants;
- HeadStart/Community Concepts planning meeting;
- Rewrite of County Mass Casualty Incident Plan template begun;
- Update of Hazardous Material Operations Course teaching tools and manual complete;
- Regular meeting attendance: local EMA, LEPC, NOMA, WMFA, MEMA County Directors meeting.

7) Assistant Administrator Judy Haas was introduced by Administrator Cole who stated resource management is serious business and a review of general fund expenses will be a standing agenda item on the department head session. After commenting on the current status of revenue and expenses Ms. Haas highlighted how department heads should address requests for explanations of a monthly status.

- Department budgets will be reviewed line by line;
- Overages will be highlighted;
- Department heads need to request a detailed budget report;
- Double check that expenses are charged to correct account;
- Come prepared to explain overages in expenses or lack of projected revenue;
- Department heads should request a quarterly report ending March 31 for the April meeting.

- 8) County Administrator Scott Cole stated the county will no longer be purchasing coffee.
- 9) Chief Hart Daley opened with a question about how mileage reimbursement is calculated. Administrator Cole explained county mileage reimbursement is a hybrid of current state and federal IRS rates. Chief Daley highlighted the following department activities:
 - Upton requested assistance to do background checks for concealed weapons permits;
 - Deputy Josh Wyman is now certified as a drug recognition expert (DRE);
 - Lt. Brian Landis is looking into (DRE) recertification;
 - Three deputies graduated from a methods-of-instruction course.

Chairman Duguay reiterated the Commissioners desire to recognize outstanding employees and encouraged department heads to keep this in mind throughout the year.

- 10) Register of Deeds Pat Shearman highlighted the following activities by Maine Registers of Deeds Association and the deeds office:

- Statewide margin standard
- LD 49 – clarifying electronic payment process. Committee voted “ought to pass;”
- LD 135 – posting all government documents on the web. Committee voted “ought not to pass;”
- LD 465 – relative to access to all public documents. Committee voted “ought not to pass;”
- LD 550 – changing statute so that probate judge and registers of deeds and probate are appointed. Public Hearing postponed today;
- LD 559 – recording fee increase. Committee “tabled;”
- Contract 2014: Deputy Register, Pam Woodworth, and Ms. Shearman visited Sagadahoc and Lincoln County registries. Both have Browntech. Sagadahoc - long-term storage with Bisson in Westbrook. Lincoln - in-house. Looks very state-of-the art. Will visit York when CountyFusion is updated completely.
- Mark Warren from CountyFusion (Property Info) met with the registry and spent time reviewing proposed services. Hancock County which recently contracted with County Fusion shared their RFP (51 pages) with Oxford County for modeling an RFP for services.
- Password required Wi-Fi will soon be available in the registry.
- Jessica Bitely from Northeast Document Conservation Center, visited on March 7th. Report expected 8 to 10 weeks. Data-loggers (climate data monitors) recommended as one of the first steps. Research on-going based on her recommendations.

Ms. Shearman requested permission to attend a seminar ("What You Need to Know About Public Records and Open Meetings") not originally considered in the 2013

budget. The cost to attend the conference was approved by the Commissioners and will be taken out of contingency funds. Ms. Shearman will attend and return to teach a class on the topic to county employees. Administrator Cole mentioned the upcoming vendor change for back-up services in the registry will not happen unless Deeds West is included in the operational changes.

Commissioners Merrill and Jackson welcomed Judy Haas to the department head session and stated their approval of the addition. They thanked the department heads for work well done. Value of this hour was once again voiced by Chairman Duguay.

10:41 Commissioners took a short break.

10:45 Treasurers Report

Although Treasurer Gedat was not present, he had previously distributed a monthly report and supporting documentation for Commissioners' review. Administrator Cole referenced a draft Request for Proposal (RFP) for auditing services. Plans are for a recommendation for the May meeting agenda with a new auditor lined up by the end of May and subsequent audits within five or six months after year end close out. The RFP was briefly discussed with a general consensus to proceed with the RFP. Deputy Treasurer Deb Martin said the Treasurer has set aside Thursday to sort through payroll records for supporting documentation on Instapay employees. Ms. Martin further stated books for 2012 have soft closed.

10:54 EMA Director's Report

Director Hill presented documentation for two grant award documents and memorandums of understanding (MOU) to be executed and signed by the Commissioners. Commissioner Merrill moved the following resolution.

Resolve to authorize the execution of an Emergency Management Performance Grant/MOU for School Planner and Interoperable Emergency Communications Grant/MOU.

The resolution was unanimously adopted. The Commissioners signed the documents.

11:15 Sheriff's Report

- Monthly Update: monthly updates are postponed until next month.
- New vehicle update: three Dodge Chargers should arrive in the next two or three days.
- Renew Deputies' Commissions: The following deputies' commissions were renewed: Todd Hussey, William Grover and Matt McDonnell from the jail and Justin Brown and Nathan Bowie from the Sheriff's office.
- Pending Changes in Vehicle Fuel Purchasing: A brief discussion ensued over fuel purchasing switching from Wright Express to C.N. Brown/Citgo resulted in a two to one vote in favor of switching to C. N. Brown with Commissioner Jackson opposed.

- Sheriff Gallant will be in Bosebuck tomorrow to retrieve an AED previously loaned to the local Bosebuck rescue.

11:30 Executive Session to Discuss Personnel Matters: The Commissioners unanimously voted to enter executive session to discuss several personnel matters with the Sheriff and Chief Deputy. The Commissioners came out of executive session at 12:15 PM and took no action.

12:15 Recess and Relocate Meeting to Jail Conference Room, 2nd Floor: Lunch was provided for the Commissioners, a few county employees and one media representative. After lunch Captain Quinn escorted everyone on a tour of the jail.

1:20 Jail Administrator's Briefing on Several Matters: Captain Quinn reported on the following topics:

- Relations w/ State board of Corrections (BOC): Captain Quinn has been invited to be a member of the Corrections Board Working Group. He is considering participation because small jails need a voice.
- Possible mission change: Captain is working on how to make the change with extra staff and what impact that will have.
- Submission of FY 14 Budget: Captain Quinn stated with a set budget remaining for FY 13 and insurance and FICA increases, the county will not have enough money in the budget to send the calculated semi-annual payment of \$93,536 due in April to the BOC. He also stated that the only place left to cut cost is to reduce what Oxford County pays. Commissioners said they will make a decision on this in April.

1:50 Reconvene Meeting in Commissioners Courtroom

1:51 Executive Session: The Commissioners unanimously voted to enter executive session to discuss several personnel matters with the Sheriff and Chief Deputy. The Commissioners came out of executive session at 2:10 PM and took the following action.

The following resolution was proposed by Commissioner Jackson and seconded by Commissioner Merrill.

"After due consideration of the remarks and concerns expressed by local police chiefs in Oxford County, and after implementation of schedule changes such that the budget impact is neutral, it is hereby resolved that the Sheriff is authorized to execute documents with the Maine Drug Enforcement Agency for the creation of a resident agent for assignment in Oxford County, under supervision of the Sheriff."

Chairman Duguay noted that the remarks of local police chiefs were aired at the annual police chiefs meeting with the Commissioners in October 2012.

The resolution passed unanimously.

2:15 Items for Discussion: The following items were intentionally taken out of order.

- 5) Discuss Policy re Communications w/Media: Chairman Duguay inquired whether or not Oxford County has a policy on communicating with the media. Because there is no set policy, there was a brief discussion regarding speaking with the media. After discussion it was determine that a method of interacting with any press should include notifying the Commissioners' office, not for approval but for notification and "point-of-information" in order to eliminate elected officials or other staff being blind-sided by a press article of which they were not aware. The Administrator said a rule-of-thumb is "be careful what you say, because you will live with it in print."
- 7) Discuss Fryeburg Registry of Deeds: The Register of Deeds West was unable to attend today's meeting due to the snow storm. The Commissioners and Administrator said they would set up a time to discuss this matter at the April 16th meeting.
- 1) Update from Maine County Commissioners Association: Administrator Cole elaborated on the following MCCA topics:
 - Rosemary Kulow was unanimously confirmed as executive director for MCCA;
 - Presentation by Commissioner of Labor and Invitation to May 1 Event; a discussion among the Commissioners and Administrator reflected a general consensus that the Workforce Investment Board (WIB) needs some restructuring since it appears there has been no progress over the past several years. In addition Commissioners agreed to make a \$400 payment to the WIB in order to clean up a situation created by that board. Five counties represented by the WIB have each paid \$400. Commissioner Merrill requested Administrator Cole notify Gary McGrain of Franklin County later today of the county's intentions.
 - A pending vote on an amendment to bylaws regarding membership of MCCA will occur on April 10th;
 - LD 211 to change the way the population growth factor is determined is bogged down but will carry over to next year;
 - LD 397 regarding when UT budgets are due to the state was defeated in committee;
 - LD 550 to change some elected positions to appointed positions is scheduled for a public hearing which Register Pat Shearman will be attending.
- 3) Report of Initial Meeting w/Document Preservationist and Future Actions on Horizon: This topic was discussed earlier in the meeting. Oxford County Deeds East is in pretty good shape and a recommendation to install data loggers is being addressed.

3:00 Executive Session: At this time the Commissioners unanimously elected to enter into several executive sessions to address the following:

- Discuss Negotiations re Hutchinson Pond Road Properties;
- Discuss Negotiations re Albany Basin Road Properties;
- Discuss Negotiations re Road Maintenance Contracts;
 - Hunts Corner Road Rehabilitation
 - All Townships
- Discuss Negotiations re Airport Abutting Properties
- Discuss Negotiations re Through-The-Fence Improvements at Airport

The Commissioners came out of executive session at 4:30, took no action and took a short break.

4:36 Items for Discussion:

- 2) Approve Application for Liquor License Renewal (Restaurant Malt/Vinous)
 - *Bosebuck Mountain Camps*, Lynchtown: Unanimously approved as presented.
- 4) Notice of Pending State Renewal of 30 – Year Lease for Submerged Cable in Cupsuptic Lake: Duly noted.
- 5) Discuss Policy re Communications w/Media: Previously discussed.
- 6) Discuss Heating Oil Purchase Agreement: The county has entered a one year agreement with C. N. Brown to purchase heating oil at \$3.38 per gallon.
- 7) Discuss Fryeburg Registry of Deeds: Previously discussed.
- 8) Discuss Recent Implementation of New Email System and Transitional Problems: A point of information only. Required no action.
- 9) Discuss Internal Relocation of Offices and increased Reliance on Voicemail in Lieu of Live Answering: Commissioner Merrill made an observation of shortcomings in the voice mail system and requested improvements.
- 10) Review communications from Town of Bethel re Operation of OXBAR: There was a brief discussion and the Administrator concurred with the comments in the Bethel letter.
- 11) OCMOA Meeting Dates: Duly noted.
- 12) Fiscal Year Changeover: A substantive discussion occurred in which Commissioners Merrill and Jackson expressed their support for a changeover

and Commissioner Duguay harbored serious reservation to a changeover citing fiscal impact on towns.

13) Performance Evaluations: the Commissioners requested evaluations commence for all personnel under their supervision.

No other bills or accounts were given consideration on the 19th day of March 2013. The Commissioners adjourned at 5:57 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott G. Cole, Administrator