

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 November 13, 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, were present at different times throughout the session.

The Pledge of Allegiance was recited.

9:05 Approve Minutes of Meetings Held October 16 and October 17: A motion was made and seconded to adopt the October 16 Commissioners meeting minutes as presented. In discussion Commissioner Duguay requested two corrections on page seven of the document. The motion was re-phrased to accept the October 16 Commissioners meeting minutes with the changes proposed. The vote was unanimous to adopt. A motion was made and seconded to table the October 16 budget hearing meeting minutes and the October 17 budget workshop minutes until later in the meeting. The vote was unanimous.

9:13 Adopt Agenda: A motion was made and seconded to adopt the agenda as presented. In discussion Commissioner Duguay proposed adding approval of the tabled minutes to the agenda. The motion was made and seconded to adopt the agenda with the change proposed. The vote was unanimous.

9:14 Public Comment: The Chairman asked for public comment. There was no public comment.

9:10 Items for Discussion:

1. Update from Maine County Commissioners Association (MCCA): Chairman Merrill requested someone from Oxford County attend the next MCCA meeting (November 14<sup>th</sup>). Administrator Cole stated he would attend the meeting. The Commissioners are concerned about the current direction in which MCCA is going, particularly with the intent to transfer an undetermined amount of risk pool funds to the operating budget of MCCA. Commissioner Jackson stated that the original intent for any risk pool funds left over at the end of the year was they would either be returned to the counties or used to reduce next year's premium. Administrator Cole expressed his observations of past meetings he has attended and said he would be happy to attend the next meeting and bring the Commissioners concerns and

respective thoughts on the direction of MCCA to the MCCA board. The Commissioners thanked the Administrator for his participation on their behalf.

2. Identify Date to Meet w/Legislative Delegation: After stating that cloture is in early December, there ensued a brief discussion about what specific issues might be pertinent to Oxford County. Topics discussed included:
  - the future of Deeds West;
  - minor changes in the states administration of UT fiscal matters;
  - amendments to the property growth factor calculation methods.
3. Review Draft 2013 Commissioners Meeting Schedule: Commissioners reviewed the proposed 2013 schedule (third Tuesday of the month) and concurred with the schedule as presented.

#### 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 included;

- 1) Jail Administrator Captain Ed Quinn said he was on track with his current budget. Overtime issues should be alleviated with the hiring of new staff. He added Androscoggin was again taking some inmates from Oxford County. Captain Quinn reserved any further comment for the 10:45 Sheriff's report.
- 2) Computer Systems Administrator Al Larrivee said his budget was on track and all is well.
- 3) EMA Director Allyson Hill stated the current radio pool buy and Homeland Security Grant (HLSG) process is on schedule. HLSG requests are due to the state this Friday. The communications exercise and the dam failure exercise were both postponed due to Super Storm Sandy and have not yet been rescheduled. There will be a G402 class at the Paris town office this Wednesday evening. There are six people scheduled to attend this class for town selectpersons.
- 4) RCC Director Jim Miclon reported on his work with Al Larrivee to procure a system to track use and testing of county generators on Streaked Mountain and the county campus. During the repair to the Streaked Mountain generator it was determined the current position of the generator is not weather friendly. The RCC is taking steps to protect the generator from the elements to hopefully eliminate weather related failures. Work continues with moving all computer servers to a dedicated room in the RCC. The RCC has applied for a grant to upgrade the door locking system at dispatch. This prompted a short conversation about getting door locking systems or upgrades for the county building and jail entrances. The RCC is continuing to meet with police and fire chiefs to develop county wide communications policies. Mr. Miclon made note of the snow plow contractor's

removal of a large rock adjacent to the RCC building; recent audits and training a back-up terminal agency coordinator.

- 5) Assistant to the RCC Director Geff Inman reported work was being done on the communications trailer to make the changes identified during the recent bus rollover exercise; the upcoming Ham radio simplex test scheduled for the northern part of the county; the development of a schedule to check tower and generator operations; and the potential for cameras on the towers in the future. It was agreed that of all the radio towers, Streaked is the weak point.
- 6) Register of Deeds Pat Shearman thanked Al Larrivee for helping with the re-connect of the deeds office computer equipment. She went on to further espouse the exemplary work the registry staff does on a daily basis as well as how they performed throughout the recent office repainting. Ms. Shearman said the leak in the registry office is being addressed and proposed developing a protocol to protect books in the registry if leaks are discovered in the future. Ms. Shearman brought to the Commissioners attention the matter of sovereign citizens. These individuals consider themselves as sovereign entities, who sometimes place liens on the property of government officials to make a statement and cause trouble. Often those who work in the registry of deeds offices are the targets of these individuals. Other topics of interest included pending grant award notification; development of a pamphlet to stress the importance of legal documents; electronic archiving; keeping mylar copies; and user friendliness of the state-wide deeds web portal.
- 7) Sheriff Wayne Gallant reported his office will soon be doing background checks per state mandate on all persons with key access to the DA's office; there are new towers in the northern part of the county making radio communications better; and placing a suppressor on the spark plugs resolved the radio trouble that recently plagued county patrol trucks.
- 8) Administrator Scott Cole opened by thanking the RCC for the recent generator work and commending Commissioner Duguay for initiating the department head monthly meeting. The Christmas party this year will also be a forum for recognizing Oxford County citizens and welcomed any input from the department heads. The Administrator also gave the Treasurer's report highlighting payroll; cash flow; and the recent resignation of Nancy Robertson from the Treasurer's office and subsequent hiring process to fill the position. Additional topics of interest included Instapay will be eliminated this month; the Commissioners meeting next month has been moved to December 12<sup>th</sup>; department heads were encouraged to bring any thoughts on potential legislation to be added to the county's legislative agenda; and an RFQ has been issued for engineering services at the airport.

Commissioners Jackson and Duguay thanked the department heads for their hard work and said the meetings were interesting and informative. The Sheriff noted that boundary markers on certain roads crossing in and out of Franklin County and New Hampshire are not clearly marked. Commissioner Duguay confirmed his interest that electronic

timekeeping, corresponding timekeeping policies and the information technology to support timekeeping be addressed.

10:39 Commissioners took a short break.

10:46 EMA Report

Authorize submission of Application – Homeland Security Grant Program: EMA Director Allyson Hill distributed a two page memo listing all grants that have been submitted to the EMA office for evaluation by the review team and subsequent submittal to the state for approval. She reminded the Commissioners that Oxford County has received a pre-award for \$72,110 in Homeland Security Grant funding. Ms. Hill was requesting the Commissioners approval and signature on the form to be sent to the state along with the grant requests. A motion was made and seconded to authorize submission of the Homeland Security Grant Program request. The vote was unanimous in favor of the authorization.

10:52 Sheriff's Report

Authorize Hiring to Fill Vacant Positions in Jail: Captain Quinn presented documents in support of four applicants to fill two full time and two part time vacant positions recently created in the jail. After reviewing the documentation and brief discussion the motion was made and seconded to authorize hiring two full time positions in the jail to be filled by Anthony Elias of Oxford and Louis Giroux of Rumford. The vote was unanimous to authorize hiring the two applicants. After reviewing the documentation and brief discussion the motion was made and seconded to authorize hiring two part time positions in the jail to be filled by Robert Smith of Saco and Libby Parr of Rumford. The vote was unanimous to authorize to hire.

Consider Jail Mission Change: Captain Quinn presented further documentation as a follow-up to last month's meeting discussion of a jail mission change. After discussing the financial impacts on the county, potential jobs creation and the plan for structured rehabilitation programs to put inmates back into society, the motion was made and seconded to sign a letter of approval from the Commissioners to be presented to the Board of Corrections to facilitate the next steps in the mission change process. The vote was unanimous to sign the letter of support.

Authorize Hiring to Fill Vacant Position in Patrol: Sheriff Gallant presented documentation for a candidate to fill a patrol position. After a review of documentation and a brief discussion the motion was made and seconded authorizing hiring Michael B. Dailey of Norway to a full time patrol position in the Sheriff's Department. The vote was unanimous to authorize to hire.

Monthly Update: The Sheriff reported that service calls were down in all jurisdictions; the maintenance account will be over budget due to upcoming brake jobs and more accidents than usual this year. The Sheriff will be traveling to Washington DC the end

of November to participate in an expert working group examining the impact of transnational organized crime on state, local and tribal law enforcement agencies and their communities.

Accept Items Seized in Criminal Forfeiture-*State of Maine v. Andrew Roberts*: In an act to formalize receipt of seized property the Commissioners proposed the following motion:

To accept any and all items provided to Oxford County, pursuant to 15 MRSA 5824, through criminal forfeiture of property in the matter of "*State of Maine v. Andrew Roberts*."

The motion was unanimously approved. The Sheriff further stated that weapons seized are traded toward other firearms purchased by the department.

Authorize Payment to BOC Investment Fund: The current expected payment is \$93,537 but there has been no letter of request to date. The Commissioners decided to withhold payment to the BOC until a formal request for payment is received.

#### 11:45 Items for Discussion

- 4) Confirm Attendance at January 10, 2013 Mediation Session: This item was duly noted by the Commissioners.
- 5) 2012 Christmas Party, to Include Recognition of Individuals: This item was discussed earlier in the meeting. Two people who will be recognized are Gene Bell of Buckfield for a lifetime firefighting award and Brad Taylor retiring from the jail.
- 6) Roof Replacement at 40 Western Ave: The main roof and the lower roof need replacing for a potential cost of \$20,000 combined. There ensued a discussion on how to fund the repair since it is not in the current year budget. After reviewing several options, including using fund balance money, casino money or putting it in the 2013 budget the decision was drawing on undesignated fund balance.

12:25 PM Adjourn for lunch.

#### 1:05 Reconvene meeting:

Executive Session to Discuss Labor Negotiations and Related Matters: 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 2:25 PM and took no action and took a short break.

#### 2:30 Re-Convence Meeting

#### Items for Discussion:

7) Unorganized Territory Matters: The Commissioners took up a variety of UT road matters:

- Sierra Drive Bridge Repair in Milton Township: a major bridge work; one option could be to discontinue the road and pay damages to residents;
- Consideration of Poland Road request in Milton Township: communication with the initial resident has fallen by the wayside; one option may be to split a culvert replacement 50/50 with residents;
- Tyler Road Bridge and other road work in Mason Township: the ongoing project in collaboration with the forest service, needs more gravel to accommodate the new culverts, hoping to avoid any cost to the county; camp owners are happy;
- Snowplow contract in Riley Township: currently in second year of a three year contract with D. A. Wilson, there is no switch to Cross Excavation;
- Dresser School Road gates in Albany Township: gates will be too expensive but the county can barricade in the spring;
- Arrangements for salt delivery on East B Hill Road: Swasey has a salt shed in Andover, and delivery will accommodate the plowing in winter;
- Development of the FY 14 UT budget: Work on the FY 14 budget must begin as it was due to the state on November 7<sup>th</sup>. The Administrator would like to address this submission date through legislation.

3:00 Register of Deeds

Request for Discussion: In response to a question Pat Shearman posed to the Commissioners during the department head meeting, they invited her to bring her concerns to the Commissioners at this time. Ms. Shearman inquired why her departmental wage and salary recommendations did not appear anywhere on the budget being presented to the Budget Committee. She stated she is aware that the Commissioners make the final wage and salary decisions for the yearly budget. Ms. Shearman further stated she was told her recommendations would be addressed yet she was not contacted at any time to defend her recommendations which were based on Title 33 and the State Registry of Deeds salary survey. Her concern was that there was no recourse to explain her recommendations to the Budget Committee and these recommendations were deleted from the department recommendation column. Chairman Merrill stated that the Commissioners look at all the recommendations and in doing so try to be fair and equal to all departments keeping in the parameters of the county wage scale. The Chairman further explained that the Commissioners were looking at a future change in the structure and use of Deeds West and that might be an appropriate time to address changes in the wage and salary structure of the Deeds department. Ms. Shearman said that was all well and good but that does not address her current requests. The Chairman said the Commissioners would take another look and express her sentiment to the Budget Committee at the evening meeting. The Commissioners apologized to Ms. Shearman for not coming to her earlier in the budget process.

3:20 Items for Discussion (continued):

- 8) Finance Clerk Job Description and Hiring Process: A lengthy discussion occurred over the formatting of the job description and approval process. Annalee Rosenblatt will draft another Finance Clerk job description for Commissioners approval.
- 9) Electricity Purchasing – Proposal from Patriot Energy: postponed to next month.
- 10) Administrator’s Pending Leave: The Administrator will be out on medical leave for two weeks starting on Monday November 19<sup>th</sup>.
- 11) Administrators Task List: The Administrator will be working on the list during his recovery.
- 12) Medical Reimbursement Plan Options: Judith Haas proposed to allow employees eligible for full time benefits, the opportunity to contribute up to \$2,500 of their own money, pre-tax, to a medical reimbursement plan to be used for approved medical expenses.

Commissioners unanimously adopted a resolution effective January 1, 2013, to offer employees not covered by a collective bargaining agreement and deemed eligible to receive full time benefits, the opportunity to contribute annually up to \$2,500 of their own money, to the employers medical reimbursement account through HR Support and Consulting Services, Inc. The required minimum contribution is \$260 per year. Newly eligible employees who may become eligible during the plan year shall have both amounts pro-rated for the remaining portion of the year in which they are eligible to receive the contribution. Deductions will be made in a pretax status.

- 13) Dental Plan: Judy Haas proposed the Commissioners offer a dental plan through Maine Municipal Employee Health Trust to employees not covered by collective bargaining agreements. Dental premiums to be paid fully by the employee.

The Commissioners unanimously adopted a resolution effective January 1, 2013, to offer a **100% employee paid dental** plan option to all employees not covered by a collective bargaining agreement and deemed eligible for full time benefits. Deductions will be made in a pretax status.

Note: Only those employees not covered by a collective bargaining agreement and deemed eligible for full time benefits and who are new to the plan will not be subject to a waiting period.

- 14) Vision insurance option: The Commissioners requested that Judy look into the vision options for employees. Judy came back and stated it was an option.

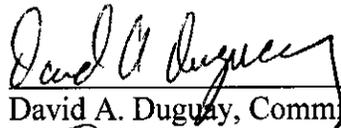
The Commissioners unanimously adopted a resolution effective January 1, 2013, to offer a **100% employee paid vision** plan option to all employees not covered by a collective bargaining agreement and deemed eligible for full time benefits.

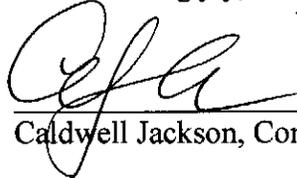
- 15) Approve October 16 Budget Hearing Minutes and October 17 Budget Workshop Minutes: It was moved and seconded to adopt the minutes for the October 16 Budget Hearing with the changes proposed. The vote was unanimous to adopt the minutes. It was moved and seconded to adopt the minutes for the October 17 Budget Workshop with the changes proposed. The vote was unanimous to adopt the minutes.

- 16) There were brief discussions regarding the following: seeking a new auditor or staying with the current one; electronic timekeeping; and retaining a surplus patrol car for county travel. No action was taken.

No other bills or accounts were given consideration on the 13th day of November 2012. The Commissioners adjourned at 4:05 PM.

  
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Steven M. Merrill, Chairman

  
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David A. Duguay, Commissioner

  
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Caldwell Jackson, Commissioner

  
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Scott G. Cole, Administrator