

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 June 19, 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, and members of the general public were present at different times throughout the session.

The Pledge of Allegiance was recited.

9:07 Approve Minutes of Meetings Held May 22: Minutes for the May 22<sup>nd</sup> Commissioners meeting were unanimously approved as presented.

9:09 Adopt Agenda: There was a brief discussion about whether or not to add a liquor license approval as an agenda item but determined it could be addressed as other items for discussion. The agenda was adopted as presented. The Chairman asked for public comment. There was none.

9:11 Items for Discussion and Action

1. Update from Maine County Commissioners Association: MCCA is in new offices in north Augusta. Tim Leet is interim director and may soon be permanent director. The Commissioners expressed concerns that the current budget will not support a five or six figure salaried director and one support staff; not to mention two people doing everything previous consultants, Howe and Cahill, did in the past to make the organization operate smoothly. The Administrator expressed comments regarding hearsay among other county officials outside of Oxford County about diverting insurance premiums for non insurance purposes. The commissioners remarked if insurance premiums got too high counties may elect to drop out of the risk pool to the detriment of all.
2. Winter Closure of Certain Roads in the Unorganized Territory: The Administrator and Crystal Aylward, EMA Administrative Assistant, reported on the project of updating the Unorganized Territory road maintenance schedule. New road signs, where needed, have been confirmed, ordered, posted and/or being posted this week. After mileage checking UT roads and cross checking them with MDOT data, it was determined the following roads or portions thereof be discontinued for winter maintenance.

- Dresser School Road - 1.41 miles in Albany TWP
- Mosquito Pond Road - .14 miles in Albany TWP
- Tyler Road -1.5 miles in Mason TWP
- South Arm Road – 3.97 miles in Township C

In addition the following roads will be purged from MDOT/URIP records as they have been considered to be abandoned by statute for quite some time.

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|---------------------|------------|------------|
| • Crocker Pond Road | Albany TWP | 1.52 miles |
| • Coburn Fields     | Riley TWP  | 0.21 miles |
| • Billings Welch    | Milton TWP | 0.16 miles |
| • Pike Road         | Milton TWP | 0.10 miles |

In accordance with state law Title 23: Highways; Part 3: Local Highway Law; Chapter 301: General Provisions the Administrator requested approval to place a notice of a public hearing for the closing of roads to winter maintenance to be held July 17, 2012 @ 9:00 AM at the County Commissioners Office to receive any public comment. A motion to proceed was made. Discussion relative to the proposed date resulted to an amended motion to hold the public hearing on July 31<sup>st</sup>. The Commissioners unanimously approved moving forward with the public hearing on July 31<sup>st</sup> at 9:00 AM and the corresponding actions. The Commissioners thanked Administrator Cole and Ms. Aylward for their in depth updated report on the status of UT road maintenance. Winter road maintenance closures should be reviewed for a period not to exceed ten years.

9:27 The Commissioners took a short break.

9:32 Department Heads

- 1) Systems Administrator Al Larrivee stated that the Geobase upgrade is continuing to move forward and should be live in another month. Spillman Mobile 4.6 is also being installed in the patrol cars. Commissioner Duguay asked if there were any long term plans for capital improvement. Mr. Larrivee presented preliminary numbers for equipment replacement through FY 2014 stating the county should plan to put approximately \$20,000 each year for the next two years into the budget to cover a new server which will be necessary in 2014. In addition, the primary fire wall will need replacing in 2013 to the tune of \$5,800 and the plan to replace patrol computers on a four year rotation would require an additional \$20,000 per year starting with the 2013 budget. Commissioner Duguay inquired if the projected 2014 projected systems equipment and support budget would remain at the \$118,558 level or change. Mr. Larrivee stated it may drop approximately \$16,000 but the county would need to continue to put \$6,000-\$8,000 in a capital reserve fund each year after that to cover future needs. Chairman Merrill commended Mr. Larivee on a very good report.
- 2) RCC Director Jim Miclon opened his comments with a brief discussion on the RCC budget and reimbursements from MEMA for the Communications Conference in

April. The main antenna on Spruce Mt. is damaged and a replacement antenna has been ordered. The damage to the twelve year old antenna may have been damaged by lightning and may be covered by insurance if that is indeed the case. When Spruce Mt. antenna is down it weakens the overall communication system. Although it is not ideal, all communications are operational and no calls are being missed. Three trainees are rapidly moving forward and currently in Augusta at EMD training this week and next week. The fourth trainee who came to the county with past communications experience will go on shift starting Thursday, June 21<sup>st</sup>. Commissioner Duguay asked Mr. Miclon to bring the new employees to meet the Commissioners and thanked Jim and Geff Inman for the excellent training program set up for the new employees. Mr. Miclon invited the Commissioners to view the back-up communications trailer at their next meeting. The trailer project is being completed with additional grant funding recently awarded to RCC.

- 3) Deputy EMA Director Teresa Glick opened her comments reporting that additional PSIC grant funding was awarded to Rumford Public Works for a new repeater and the corresponding licensing. The CityWatch contract has been signed, initial training has taken place and EMA is now training RCC staff on how to use CityWatch. The radio field day is June 23-24 in Fryeburg. Ms. Glick said that the best time for the ham radio demonstration will be between 2:00 PM on Saturday and 10:00 AM on Sunday. In response to the heightened interest in ham radio operations, EMA has organized a ham radio licensing class in Fryeburg for which 20 first responders have signed up. RCC Director Jim Miclon added that the 911 data base can now plot the Saco River which is an aid for emergency response on the river in the summer time. EMA has received almost all municipal resolutions of adoption for the Hazard Mitigation Plan with a projected completion date of July 15<sup>th</sup>. A recent haz-mat full scale exercise at New Page Mill was quite successful bringing the Lewiston Auburn Weapons of Mass Destruction team from Lewiston/Auburn together with the New Page hazardous materials response team. Because the two teams operate quite differently, the exercise provided excellent training for working together. Evaluators present at the exercise said it was the best haz-mat exercise they had seen. The pick-up of Motorola radios has been postponed until July. Through the entire radio pool buy, Oxford County had received approximately \$126,000 of radios at an aggregate local amount of approximately \$6,000. (Towns share was \$25.00 per radio.) Fire and police throughout the county received 79 mobile radios and 154 portables. Although Oxford County reached disaster declaration threshold during the recent heavy rain event, the state did not reach threshold so no disaster declaration was enacted and all damages will be the responsibility of individuals and towns.
- 4) County Administrator Scott Cole reiterated the change to July 31<sup>st</sup> for next month's Commissioners meeting. He deferred other remarks citing the 11:00 AM agenda item - Administrator Task List Discussion.
- 5) Treasurer Roy Gedat continues to distribute budget reports to each department once a month for which several department heads stated their appreciation. MUNIS

training /payroll and HR module analysis was June 5<sup>th</sup>. Treasurer's staff is in the process of cleaning up the employee set up tables, adding accruals for non-bargaining employees to paychecks and starting to connect department heads to MUNIS. The department is awaiting a detailed report from MUNIS with recommendations.

- 6) Register of Deeds Pat Shearman opened her comments with a budget report stating at approximately 45% through the year Deeds East expenditures are at 36%. Through careful accounting Ms. Shearman realized that ACS-Xerox was overcharging Deeds East by two hundred forty-seven dollars and eighty cents which she was able to get refunded. She brought attention to the "shell game" being played by mortgage companies, eliminating potentially thousands of dollars in transfer tax revenues which should be paid to the Registry of Deeds and diluting the credibility of records. After a lengthy discussion on the subject, Chairman Merrill asked who actually has oversight on this activity. Ms. Shearman replied "No one really." Administrator Cole chimed in that number 94 on the Administrator's task list is to formalize appropriate legislation, which could address situations like this. The leak in the Registry will be repaired this weekend. The COSTEP plan is complete and will assist the staff in addressing how to best protect the valuable documents in the Registry during an emergency.
- 7) Jail Administrator Captain Ed Quinn said his budget ends on June 30<sup>th</sup> and the department expenditures are at approximately 89%. Applications for a corrections officer closed last Friday and interviews will be scheduled for next week as he needs to fill the recently vacant position to avoid additional overtime. Administrator Cole expressed his appreciation for the jail staff accepting responsibility for raising and lowering of the flag at the court house. There was a brief discussion on two recent reports/audits of the Board of Corrections which Captain Quinn said had a lot of good information and brought a lot of issues to light.
- 8) Deputy Dane Tripp is holding three interviews on July 12<sup>th</sup> hoping to fill two reserve positions addressing overworked officers and overtime expenditures.
- 9) Sheriff Wayne Gallant opened stating personnel wages are very close on budget. The regular, part-time School Resource Officer (SRO) will fill patrol shifts now that school is out. That will help on overtime expenditures. The fuel budget is tight but the tax reimbursement will help once that comes in. Trek Across Maine was held last weekend and kept staff very busy with traffic control while 2,000 bicyclists traveled the first seventy miles in Oxford County. On a side note, Sheriff Gallant briefly expounded on the dangers of fire departments, or other groups operating "toll booths" in the roadway. He also reported that ham operators were a great help on the Trek; how great it was to work with EMA on getting additional radios; Stonegarden is operating again; there will be a traffic safety checkpoint promoting national highway safety at Newry Corner during the upcoming Canada week; and there have been only three reportable incidents at the casino since it opened.

Commissioner Duguay commented on how much is going on, and the professionalism and humility of the group. He referenced the potential for raises in the next budget. He further stated his appreciation for department heads keeping their budgets in line and encouraged creativity in developing next years budgets in order to fund potential pay increases. He shared an article on the up coming Canton town meeting which cites the Oxford County assessment increase. He commented that the article was not exactly accurate. He closed with how people often don't get recognized for holding the line on budgets but he appreciates how well the department heads do just that at the county level.

Commissioner Jackson gave kudos to the group and stated he thought we might see a break on gas prices in the near future.

Chairman Merrill said he was pleased with how department heads are addressing budgets reports during this session.

The department head session ended at 11:00 and the Commissioners took a short break.

11:09 Treasurer's Report: Treasurer Roy Gedat distributed a report highlighting payroll, payables, cash position and operations. He expressed concern for a very tight cash position; ruminated on whether or not there could be a better description of what exactly constitutes overtime pay and what is actually reimbursed; stated the MUNIS report will be forthcoming. Treasurer Gedat initiated discussion on county operations starting with the upcoming casino revenue. He urged the Commissioners to establish a revenue account for these funds and a policy designating its purpose. The Commissioners said they had previously stated they would like to use the casino revenue for three specific line items: raises, keeping the tax levy in check and capital funding. There was a brief discussion on fund balance, undesignated funds and airport expenditures. The Commissioners also asked if the budget process could be moved up by a month at least for getting internal budgets. The Administrator stated putting a capital plan for the county's general fund in place is necessary before initiating the budget process. Other areas where the Treasurer asked for further improvement included grant review process and purchase order protocol.

11:28 Sheriff's Report: Sheriff Gallant stated there has been a reduction of calls in Bethel, partly due to the visibility and presence of the Sheriff's deputies in the area and an office there. Vehicle maintenance and repair is slightly over budget. Fuel mileage is down and MPG is up slightly. Detectives are busy and the department has received letters of appreciation for successful investigations and for the SAD 55 SRO. The Sheriff stated he was pleased with the work the deputies are doing. The Sheriff's office has established a good relationship with the Coos County NH Sheriff's office as well. The Chiefs meeting with the Commissioners is scheduled for August 21<sup>st</sup>. The SRO Christina McAllister will come on board July 1<sup>st</sup>. The Sheriff's office will be invoicing SAD 55 for \$27,000 for SRO services. TRIAD (The right Idea and direction) is in Fryeburg on June 29. Come for hot dogs and burgers.

#### 11:48 Items for Discussion and Action:

3. Participation in Maine Power Options Program(s): After researching available power supply options, Assistant Administrator Judy Haas recommended the county sign up with Maine Power Options for an estimated savings of \$3,600 savings in power supply cost the first year. The current power supply rate is \$0.0598 per kilowatt hour excluding delivery cost. All accounts would be grouped together to get the lowest rate. The Commissioners unanimously voted authorizing Administrator Cole to sign the contract with Maine Power Options for electricity supply.
4. Vacancy on Board of Assessment Review (OXBAR): Sheila Delameter of Rumford is the newest member on OXBAR, replacing Wade Rainey. There is still a vacancy created by the resignation of Jody Kenniston which needs to be filled. There was a brief discussion on how best to get information to select board members in towns as an email to the town clerk or town administrator does not always reach the select board.

#### 12:04 Tour of Jail with Lunch at Facility

Captain Quinn hosted the Commissioners and various county employees and guests. A lovely lunch of chicken roll-ups was provided prior to a facilitated tour of the jail facility highlighting the recent improvements and potential for becoming a overnight detention facility.

#### 1:21 PM Reconvene Meeting

Jim Miclon introduced the newest dispatcher Melissa Adams from Minot. The Commissioners exchanged pleasantries and welcomed her to the RCC.

Assistant Administrator Judy Haas ushered Suzanna Gallant of Norway into the meeting. Ms. Gallant introduced herself to the Commissioners. She is the new legal secretary and started at the county on May 7<sup>th</sup>. The Commissioners welcomed her on board. Although Ms. Gallant has been an office manager for six years she is new to the criminal legal world and expressed her delight at how friendly and helpful the Oxford County staff has been getting her up to speed.

#### 1:25 PM Personnel Actions

Authorize Hiring of Reserve Dispatcher: It was determined this action required an executive session.

#### 1:26 Executive Session:

The Commissioners unanimously voted to enter executive session to discuss a personnel matter.

The Commissioners came out of executive session at 1.35 PM and took no action.

1:36 Corrections Officer Hiring Process: Interviews for a new corrections officer will be held next week. Commissioners will be represented by either the Administrator or Assistant Administrator.

1:38 Wage Review Update: Annalee Rosenblatt distributed an updated wage review spreadsheet for the Commissioners review. She stated that comparing wage scales to other counties can be somewhat confusing because not all counties have the same positions and other positions may have more support staff as well. She further stated that Oxford County was below the average wage for all department head positions.

The Commissioners are discussing establishing part time and full time pay scales for elected officials and any changes to the pay scale would take effect with the FY 2013 budget. Full time hours were set at 35 hours and above. Part time hours were set at anything less than 35 hours. Tentative figures for full and part time elected officials were discussed with more work to be done before anything final is determined.

2:24 Executive Session:

The Commissioners unanimously voted to enter executive session to discuss labor negotiations concerning the following bargaining units:

- Corrections Officers (NCEU)
- Patrol deputies (OCDA)

The Commissioners came out of executive session at 3:45 PM and took no action.

3:50 Executive Session:

The Commissioners unanimously voted to enter executive session to discuss a personnel matter.

The Commissioners came out of executive session at 4:25 PM and took no action.

4:40 Executive Session:

The Commissioners unanimously voted to enter executive session to discuss airport lease negotiations.

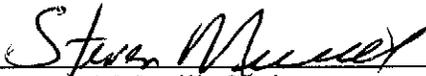
The Commissioners came out of executive session at 4:50 PM and took no action.

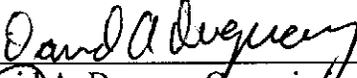
4:51 Items for Discussion and Action

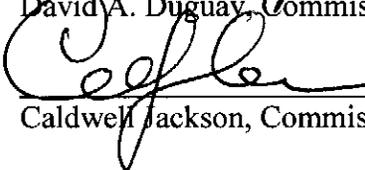
4. Discussions w/ACS-Xerox re Contract Supporting Registry of Deeds West - Fryeburg: The Administrator updated the Commissioners on standardizing the two contracts between Deeds East and West and ACS-Xerox.
5. Report on McDonough Dam in Stow: This was an FYI discussion on the Stow Dam. There remain many unanswered questions.

6. Communication from Aziscohos Dam Operator: The Administrator briefed the Commissioners on a conversation he had with Nick Weaver on the status of the road leading to the Aziscohos Dam.
7. Vacancy on board of Assessment Review (OXBAR): Discussed earlier.
8. Municipal Police Chiefs Meeting w/ Commissioners: Discussed in Sheriff's report.
9. Black Brook Cove Campground Liquor License Approval: The Commissioners unanimously voted to approve renewal for the Black Brook Cove Campground off-premise retailer malt liquor license in Lincoln Plantation.

No other bills or accounts were given consideration on the 19<sup>th</sup> day of June, 2012. The Commissioners adjourned at 5:20 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 Cole, Administrator