Oxford County Commissioners
Meeting Minutes

February 4, 2021

Meeting Convened
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 Thursday, February 4, 2021 being a workshop, there were present:

Timothy Turner  Chairman
Steven Merrill  Commissioner
David Duguay  Commissioner

The Pledge of Allegiance was recited.

Agenda Adopted
The agenda was adopted as written.

Minutes Approval
The following action occurred regarding sets of minutes of previous meetings:

January 19  tabled

Sheriff’s Report
Sheriff Chris Wainwright updated the Commissioners on departmental matters.

The Commissioners reviewed draft edits to patrol job descriptions. This item will be discussed further on February 16. The posting of open promotional positions was tabled to February 16 in conjunction with approval of the job descriptions.

The Commissioners discussed use of Byrne/JAG funds. This item will be discussed further on February 16.

The Commissioners authorized the posting of the full-time Sheriff’s Clerk position.

The Commissioners authorized the hiring of Michael Jones as a full-time Corrections Officer with the following confirmed:

- Effective Date: February 5, 2021
- Wage Rate: $16.42 (entry)
- Special Conditions: probationary period per contract

Jail Administrator Dana Dillingham updated the Commissioners on departmental matters including jail security systems and the bid process for contracted medical and food services.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter regarding an employee’s medical leave. No action was needed upon returning to open session as it was determined there will be no conflicts with the employee’s schedule.
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) to discuss the labor contract for the Sheriff’s Deputies with regards to its promotion section. No action was needed upon returning to open session, but it was noted that this item will be recurring over the next few meetings.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) to discuss the labor contract for the Sheriff’s Deputies. No action was needed upon returning to open session.

The Sheriff also commented that he was very happy with Lauren Haven’s work on creating his department’s web page which will go live in the near future.

**Lunch Recess**
The Commissioners recessed for lunch at 12:10pm and reconvened at 12:30pm.

**Personnel Updates and Actions**
Commissioner Merrill gave an update on a recent site walk of the property behind the jail as a potential construction site for the new public safety building. He noted that it may be difficult to get equipment into the area. This item will be discussed further in future meetings as things progress.

Executive Assistant Abby Shanor updated the Commissioners on the search for labor negotiators. This item will be discussed further in the future once more information is available.

Commissioner Turner thanked Labor Consultant Annalee Rosenblatt for her decades of service to Oxford County and noted that her services have been very appreciated.

The Commissioners authorized the hiring of Hope Wilson as a full-time Victim Witness Advocate with the following confirmed:

- **Effective Date:** February 8, 2021
- **Wage Rate:** $17.35 (entry)
- **Special Conditions:** probationary period per policy

The Commissioners authorized the posting of a Full-Time DA’s Office Clerk position which is now vacant upon Wilson’s transfer to Victim Witness Advocate.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter. The Commissioners returned to open session and determined that no action will be needed in this matter.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter re wages. The Commissioners returned to open session and determined that no action is needed at this time.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter re the vacant County Administrator position. The Commissioners returned to open session and appointed Donald Durrah Jr. as County Administrator for the interim period of February 7
through August 7 (six months). During this time, he will continue to serve in his current position of RCC Director with the help of his Deputy Director, Geff Inman, in addition to the additional administrative duties. Durrah will be compensated with a $500 stipend each pay period (or $250 per week) with an average of 45 hours per week, and Inman will be compensated with a $200 stipend each pay period (or $100 per week) for their increased duties.

The Commissioners recognized the leadership Durrah has exhibited since becoming Director in 2019 and are confident that he will lead the County well. Durrah thanked the Commissioners for the opportunity, citing that himself and the other department heads have a great deal of respect for the Commissioners, especially with how they have handled the COVID-19 pandemic, and he is excited for this challenge.

The status of the County Administrator position will be revised at the end of this interim period.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**

The Commissioners discussed the following and acted only as underlined.

1. **Approved** grant submission checklists
   - EMA – Hazard Mitigation
   - Commissioners’ Office – WellnessWorks

2. **Discussed** communication from River Lanes owner Adrienne Goodwin expressing her frustration with the State’s COVID-19 restrictions. The Commissioners heard her concerns but acknowledged that there wasn’t much they could do besides asking the local legislative delegation to encourage State officials to work out a resolution.

3. **Authorized** a proposal from Tim Clough to appraise the former Western Registry of Deeds building in Fryeburg.

4. Received update on the Stow road petition process and executed a response via letter prepared by Attorney Pross of Skelton Taintor and Abbott.

**Adjournment**
The Commissioners adjourned at 2:27pm.

Timothy G. Turner, Chairman

Steven M. Merrill Commissioner

David A. Duguay Commissioner

**Notes:**

1) These minutes are intended to be a brief description of meeting actions to provide, in a general sense only, an account of what was discussed.

2) Unless otherwise noted, all votes taken by the Commissioners were unanimous.