OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

September 15, 2020

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 Tuesday, September 15, 2020 being a regular session, there were present:

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:

August 18 approved with amendments
August 31 approved
September 4 approved with amendments

Public Comment
Serena Williams and Craig Young spoke on behalf of the White Mountain National Forest and asked that the Commissioners support an acquisition of land in Mason Township, noting that the County’s tax revenue would increase as the payments in lieu of taxes (PILT) rate is higher than the tree growth rate, which the land is currently in.

The Commissioners said that they would consider the request later in the meeting.

Issue Constitution Week Proclamation
The Commissioners read a proclamation prepared by Treasurer Beth Calhoun, a member of Daughters of the American Revolution (DAR).

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.

Sheriff’s Report
Sheriff Chris Wainwright spoke with the Commissioners regarding departmental matters.

RCC Director Durrah and Sheriff Wainwright announced that they have signed an agreement with Jim Arsenau of Waldo County to serve intermittently as the Systems Administrator until the position is permanently filled. They reported that Mr. Arsenau is experienced in the public safety software and programs they use, and they expect it will be an easy transition. Director Durrah also
noted that Cumberland County’s Administrator and IT Director has been very helpful and offered assistance if needed.

The Commissioners reviewed a deputy zone map.

The Commissioners reviewed bids submitted to replace the furnace and day tank in the jail and authorized the Sheriff to work with the Administration Office and Maintenance Department to choose between the two lowest bidders, Nason Mechanical Systems and Community Energy, based on several other factors such as completion time.

The Commissioners authorized the hiring of Hartley “Skip” Mowatt as a part-time Corrections Officer with the following confirmed:

- Effective Date: September 15, 2020
- Wage Rate: $16.00/hr (certified rate)
- Special Conditions: none

The Commissioners declared a temporary full-time opening in the Criminal Investigation Division (CID) dependent on one of the current officers working on a Maine Drug Enforcement Agency (MDEA) assignment.

The Commissioners authorized the purchase of two snowmobiles and one trailer with Stone Garden funds to assist with border patrol.

**Treasurer’s Report**

Treasurer Beth Calhoun spoke with the Commissioners and distributed written reports.

It was also noted that a 2019 variance report would be available at the next workshop.

Treasurer Beth Calhoun also noted that the casino revenues are down about 50% due to the COVID-19 related closure of the Casino.

Treasurer Calhoun also encouraged the Commissioners to terminate a contract with DocStar, citing that the system is not really needed by the County where only one office uses it. The Commissioners were in agreement that the service does not warrant the amount currently being paid for it. This item will be discussed further on October 1 when more information regarding early termination is available.

**Lunch**

The Commissioners worked through lunch and decided to support the White Mountain National Forest acquisition in Mason Township. A pre-written letter of support was signed.

**Personnel Updates and Actions**

The Commissioners asked Executive Assistant Abby Shanor to speak with Attorney Pross of Skelton Taintor and Abbott regarding what personnel records are legally required before authorizing a hire. This item will be discussed further on October 1.

RCC Director Durrah asked the Commissioners to support an additional full-time dispatcher in the 2021 budget proposal, noting that with current staffing levels supervisors are having to actually
take calls during their shifts rather than performing supervisory duties. The Commissioners agreed to support the strategic addition to move forward with improvements to the RCC.

The Commissioners reviewed a draft complaint form and procedure as proposed by the department heads. This item will be discussed further on October 1.

The Commissioners determined no further discussion was needed regarding a request for a maintenance worker to reduce their hours and work a four-day work week.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with District Attorney Andrew Robinson to discuss a personnel matter regarding wages. They returned to open session and decided to table a decision to October 1.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) to discuss union contract negotiations. No action was needed upon returning to open session.

**Review Proposed Contract with WG Tech for additional IT Support**
The Commissioners, Sheriff Wainwright, and RCC Director Durrah met with Matt Eaton and other representatives from WG Tech in Westbrook to discuss a proposed contract for additional IT services to support the Systems Administrator position. It was determined that the County will not enter the contract at least until the Systems Administrator position is filled as the IT service needs will depend on several factors that are unknown at this time.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and acted only as underlined.

1. Received update from Maine County Commissioners Association.
2. Tabled request for plowing extension on Picnic Hill Road in Albany Twp
3. Entered a riprap project agreement with Magalloway Plantation.
4. Reviewed road petition from Stow residents and tabled further discussion to October 1 in order to seek advisement from the County’s attorney regarding the process.
5. Determined that the 2020 Spirit of America recipients should be mailed their certificates this year to avoid a gathering due to COVID. The recipients will be invited to the 2021 ceremony.
6. Determined that the 2021 budget meetings should occur upstairs in one of the courtrooms to allow for proper social distancing. It was also noted that dinners would be served in individually packaged containers for sanitary purposes.
7. Received written Administrator’s Report

The Commissioners authorized the posting of the County Administrator position with an application deadline of October 16.
Adjournment
The Commissioners adjourned at 4:47pm.

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.