OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

October 1, 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 Thursday, October 1, 2020 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 with the addition of accepting an updated resignation letter.

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

September 15 approved with amendments
September 28 approved

Department Heads’ Report
The department heads updated the Commissioners on their recent meeting.

The department heads asked the Commissioners to explore alternative options for HR support.

Commissioner Tim Turner noted that effective this payroll, he will approve timecards for non-elected department heads until a new County Administrator is hired, except for Jail Administrator Dana Dillingham whose timecard is approved by the Chief Deputy.

Speaking for the department heads as a group, Treasurer Beth Calhoun suggested that an elected official (herself) and a department head (RCC Director Donald Durrah) serve on the interview panel for the next County Administrator. She also noted that Commissioner Tim Turner and Executive Assistant Abby Shanor serve on the panel along with Marc Roy of Berry Talbot Royer and another County Administrator, preferably Scott Adkins of Hancock County. The panel would then present a group of names to the Commissioners for a second round of interviews before a candidate is chosen for hire. The Commissioners were agreeable to this process.

Public Comment
John Kimball of Albany asked the Commissioners for clarification on his status in terms of overseeing certain cemeteries in the Unorganized Territory. The Commissioners noted that they were not prepared for this discussion today as it was not on the agenda so they could not accurately answer his questions at this time.
Treasurer Beth Calhoun and Executive Assistant Abby Shanor said that they would meet with Mr. Kimball about his contract to provide cemetery oversight services and his wife, Joan Kimball, to discuss her contract to serve as Albany’s register of voters. It was noted that they would check with the State for compliance purposes before presenting a contract for approval.

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

The Commissioners noted that one of the deputies has just left for military leave for at least a year. They then declared two open positions. It was noted that the Sheriff would present a hiring list at the October 20 meeting.

The Commissioners authorized the Sheriff to bid out for new police vehicles with the intention of reserving this year’s rates but not making an official purchase until 2021.

**Treasurer's Report**  
Treasurer Beth Calhoun explained that she hadn’t asked Marc Roy for the 2019 variance report yet since he has been extremely busy preparing the 2021 budget, but noted that once he has caught up with everything she will email out the report.

The Commissioners set the 2020 delinquent tax rate at 6% for unpaid municipal taxes.

The Commissioners authorized the Treasurer to moved forward with inquiring about the bond process to possibly fund a new RCC/EMA/Sheriff’s Office building.

Treasurer Calhoun updated the Commissioners on the process of terminating a contract with DocStar. She noted that the County will be able to terminate the contract by way of not receiving funding in the upcoming budget process. This item will be discussed further in future meetings.

**Personnel Updates and Actions**  
The Commissioners approved updates to the detective job description.

Review of the County Administrator job description was tabled to October 20.

HR Consultant Annalee Rosenblatt updated the Commissioners on new leave requirement laws.

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.

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The Commissioners accepted the resignation of County Administrator Tom Winsor effective today, October 1, with the understanding that he will remain in full-time capacity up to 45 days to administer the closing of the FLAP project in Upton, with no other duties assigned.

**Lunch Recess**  
The Commissioners recessed for lunch at 1:00pm and reconvened at 1:20pm.
**Personnel Updates and Actions Cont’d**
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with Assistant District Attorney Richard Beauchesne to discuss a personnel matter re wages. They returned to open session and authorized a wage rate of $21.00/hr ($0.50 increase) for Office Manager Mariah Castonguay effective January 1, 2021.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with Jail Administrator Dana Dillingham and Sheriff Chris Wainwright to discuss an unpaid leave. They returned to open session and authorized an unpaid leave for Corrections Officer Jennifer White retro to when her family medical leave ran out on September 18 through October 20. An extension will be discussed at that time if needed.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter re wages. They returned to open session and authorized the following one-time net stipends for the three EMA employees:

- Director Allyson Hill $1,500
- Deputy Director Teresa Glick $1,250
- Finance and Planning Assistant Rachael Leighton $1,000

The Commissioners noted that the stipends are in recognition and appreciation of the administrative support they have provided over the past several months which exceed their normal duties.

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

1. **Reviewed** correspondence from Attorney Jim Pross of Skelton Taintor and Abbott. It was noted that Executive Assistant Abby Shanor would follow up with Attorney Pross for a step-by-step process of handling the Stow road petition along with a more detailed question regarding the hiring process.

2. **Considered** request from Albany register of voters Joan Kimball to increase her annual stipend from $500 to $1,800. It was noted that a decision on the increase would not be made until a formal contract is signed.

3. **Confirmed** the upcoming budget process.

The Commissioners authorized Commissioners Clerk Nichole Cargnino to increase her weekly hours from 35 to 40.

Executive Assistant Abby Shanor noted that Mr. Christopher Philbrick of Oquossoc sent a letter to the office commending Wilsons Mills Transfer Station employees Kem Wyman, Gregory Evans, and David John. Abby noted that she had sent a letter back in response explaining that the Commissioners appreciated hearing about his positive experience although they are not county employees as Mr. Philbrick appears to think. The original letter has been sent to Lincoln Plantation so that they can receive proper acknowledgement from their employer.
**Adjournment**
The Commissioners adjourned at 4:51 pm.

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.*