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, November 17, 2020 being a regular session, 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:

November 5 approved with amendments

Public Comment
The Commissioners read a written thank you letter from Spirit of America Award recipient Diane Jones of Fryeburg.

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.

The department heads requested that the Commissioners follow the State closing schedule due to inclement weather and cited that with the public entrance being in the new addition, it poses a security issue when the State is closed but the County is not because there are no Marshals screening visitors or monitoring the security cameras. They also proposed that some employees could work from home on those days.

The Commissioners understood and agreed with the concerns but also felt that it would be difficult to explain to constituents why the County is closed in events where there may not be inclement weather in our part of the State.

The Commissioners instead agreed to close to the public when the Courts are closed to ensure that the building and employees are secure but that employees are still working inside at full capacity to serve the public. The Commissioners also mentioned that the Chair will be working more closely with the Maintenance Supervisor to determine if a full closure or delay is needed when there is inclement weather in South Paris.
The department heads also proposed some changes to the purchase order procedure. It was noted that Executive Assistant Abby Shanor would draft a formal procedure for the Commissioners to review and consider at their next meeting.

**Treasurer’s Report**  
Treasurer Beth Calhoun spoke with the Commissioners and distributed written reports.

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

Jail Administrator Dana Dillingham noted that they are still waiting on supplement funding from the State.

Hiring of a full-time Sheriff’s Clerk was tabled due to needing more time to complete pre-employment tasks.

It was noted that full-time jail service bids need to be discussed and approved for posting by the end of the year. This matter will be discussed further in future meetings.

**Lunch**  
The Commissioners recessed for lunch at 11:50am and reconvened at 12:30pm

**Personnel Updates and Actions**  
The Commissioners discussed possible options for relocation of the public safety offices. It was determined that everyone was in favor with constructing a new building within the County complex was preferred if possible. A site-walk of the land behind the jail will be scheduled in the near future to determine if this is a viable option.

The Commissioners approved a job description for the position of Maintenance Supervisor. They then entered an executive session to discuss (1 M.R.S.A. § 405-6 D) personnel details. They took no action upon returning to open session but noted that they would take final action at their next meeting.

The Commissioners reviewed proposed changes to policy re paid time off to accommodate the new leave laws. The Commissioners suggested creating a new portion of the policy that applies directly to the part-time employees that are affected the new law rather than changing the policy for full-timers to avoid any confusion amongst employees. This item will be revisited at the next meeting.

The Commissioners considered a request to make the DA’s Office Clerk a full-time position beginning January 1. The Commissioners agreed to revisit this item after the new year and noted that although the may not be able to approve the change beginning the start of the year, they are open to slowly reaching that goal by increasing the positions’ weekly hours. The Commissioners also agreed to review the current budget and possibly authorize an additional hour per day (five hours per week) by the end of 2020. This item will be discussed further in future meetings.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) with DA’s Office Administrator Mariah Castonguay to discuss a personnel matter re wages. They returned to open session and authorized giving Victim-Witness Advocate Catherine Audet her 4th year step increase
10 months ahead of schedule on January 1, 2021 in recognition of increased training and improved job performance.

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.

The Commissioners also decided to close county offices at noon on Christmas Eve in lieu of a Christmas Party this year due to COVID-19.

**Recess**
The Commissioners recessed at 2:25pm and reconvened at 3:00pm

**Study Presentation by Communications Design Consulting Group, LLC**
The Commissioners heard a presentation regarding the RCC Communication study.

**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. Reviewed update on 22 Western Ave damage and instructed Executive Assistant Abby Shanor to obtain a signed liability waiver from the South Paris Fire Department for them to use the building for training.
3. Reviewed Kofile proposal to electronically preserve old Commissioners books and noted that this item will be discussed further in a future meeting as there were several questions.

**Adjournment**
The Commissioners adjourned at 4:19pm.

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Timothy G. Turner, Chairman

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Steven M. Merrill Commissioner

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David A. Duguay Commissioner

The budget committee workshop on the 2021 budget as proposed by the Commissioners commenced at 6:00pm upstairs in Courtroom #3 and on Zoom.

**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.*