OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

July 21, 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, July 21, 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 with the addition to personnel updates and actions to consider a request from a dispatcher to withdraw from her holiday bank.

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

July 9       approved with amendments

Public Comment
None.

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 noted that they will be meeting on a bi-weekly basis from now on to discuss various improvements they would like to see made and propose those plans during Commissioners meetings.

Register of Probate Jennifer Dilworth reported that a committee was formed to create a break room for county employees in part of the former clerk of courts office. Register of Deeds Cherri Crockett is willing to donate several items such as a table, chairs, and a microwave to the room. The Commissioners Office is open to relocate the full-sized refrigerator in their office as well. It is estimated that the total cost associated with creating a break room in this space would be under $500 and those funds will come from the lodging line the department 20 budget which will go unused this year due to the cancelation of the annual convention of Maine counties. The Commissioners approved the execution of this plan.

Sheriff's Report
Sheriff Chris Wainwright spoke with the Commissioners regarding departmental matters.
The Commissioners authorized three contracts, one with RSU 10 and two with RSU 55, to provide School Resource Officer contracts for the 2020-2021 school year.

The Commissioners awarded a bid to Macdonald Motors for $42,000 for the purchase of five Sheriff’s Office vehicles. It was also noted that a 2013 Dodge Ram would be kept for the maintenance department and that $8,500 would be transferred to the Sheriff’s capital vehicle account in exchange.

The authorization of open deputy positions was tabled to August 6.

The Commissioners recognized the promotion of Corrections Officer Amanda Lantagne to sergeant effective July 21 with a wage rate of $20.15/hr per contract.

The hiring of two part-time corrections officers was tabled to August 6.

The Commissioners authorized the Sheriff to hire an attorney for up to $1,000 to represent him in proceedings regarding grievances #2 and #3.

It was noted that civil revenue was down due to inactivity because of COVID-19.

**Lunch**  
During lunch the Commissioners discussed updating the County website. It was noted that Executive Assistant Abby Shanor would reach out to Lauren Haven to get a proposal for website services. It was also noted that the topic would be discussed at the next department head meeting.

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

It was noted that Treasurer Calhoun would check on a recent jail funding payment from the state to confirm that it was made in the correct amount.

The Commissioners requested a year end financial report for 2019 and 2018 if possible.

**Personnel Updates and Actions**  
The Commissioners determined that no updates are needed at this time on policy re nepotism.

The Commissioners approved a request for an employee out on family medical leave to use his vacation time before exhausting his sick leave so that he doesn’t lose it.

The Commissioners agreed to enter a contract with WG Tech for additional IT support. It was noted that the contract needed to be updated with an accurate effective date before it would be officially signed.

The Commissioners reviewed a working draft of a job description for the position currently called Systems Administrator. The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to discuss salary negotiations for the same position. No action was taken after returning to open session. These items will be discussed further on August 6.
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 Commissioner approved a request for a dispatcher to withdraw funds from her holiday bank. It was noted that although she may choose to bank holidays again next year, she is now out of the banking process this year. HR Consultant Annalee Rosenblatt noted that she would notify the employee’s union of this approval to make sure they are okay with it as well.

**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. Discussed future use of 22 Western Ave
   - Authorized purchase of a 20 ft storage container for the Sheriff’s Office to relocate documents and equipment that had been stored in the building
   - Authorized electrical work up to $1,500 to keep the garage usable for the maintenance department

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter. They returned to open session and voted to engage PretiFlaherty in Portland to investigate a personnel matter.

Executive Assistant Abby Shanor announced that the Maine Municipal Employees Health Trust has awarded Oxford County $3,790 as a result of good loss experience and loss prevention programs.

It was also noted that 2021 budget committee caucus letters would be going out next week.

**Adjournment**

The Commissioners adjourned at 3:44pm.

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.*