OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

April 2, 2020

*Due to COVID-19 this meeting was held online via Zoom

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, April 2, 2020 being a workshop, there were present:

Timothy Turner       Chairman
Steven Merrill        Commissioner
David Duguay         Commissioner
Tom Winsor           County Administrator

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:

March 17 approved with amendments

Sheriff’s Report
Sheriff Chris Wainwright updated the Commissioners on his department’s response to COVID-19, noting that the deputies are working with Concentra to be fit tested for PPE and medically cleared, although they are still facing a shortage of protective supplies such as hand sanitizer.

He also noted that he is working with the County finance team to make sure all COVID-19 costs are tracked properly for future reimbursement.

The Sheriff also reported that as of now, the school districts are still reimbursing the County for the cost of the school resource officers contracted through the Sheriff’s Office.

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

- Effective Date: April 5, 2020
- Wage Rate: $16.11/hr (6 month step, 42 hrs/wk)
- Special Conditions probationary period per policy

It was noted that Trenton Rand was already a part-time corrections officer and that his status change occurred in anticipation of the jail returning to full-time operations.
Treasurer’s Report
Treasurer Beth Calhoun updated the Commissioners on departmental matters and distributed written reports via email at that time.

She also reported that the Audit and tax anticipation note (TAN) process was officially underway. It was noted that the TAN will be much higher this year and with a later payback deadline due to the projected decrease in revenue and late tax payments as a result of COVID-19. The TAN is set to be approved on April 21.

Personnel Updates and Actions
The Commissioners briefly discussed a temporary pause on enforcing the required vacation time use policy in the event vacation time gets denied due to the virus. They decided that the County Administrator and Chair would deal with such issues as they arise.

The Commissioners acknowledged the termination of Dispatcher Dianna Wykofka as she did not meet standards during her probationary period.

The Commissioners then reviewed proposed changes to policy re cell phone use. The proposed changes will be discussed amongst department heads on April 9 and come back to the Commissioners for approval on April 21.

Items for Discussion and Action – Considered as Time Permits Throughout Meeting
The Commissioners discussed the following and acted only as underlined.
1. Received Administrator’s Report
2. Authorized submission of a liquor license renewal application for Bosebuck Mtn. Camps

Adjournment
The Commissioners adjourned at 10:44am.

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.