OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

April 21, 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 9:10 am on Tuesday, April 21, 2020 being a regular session, 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:

April 2 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.

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

It was reported that the deputies have completed their PPE screening at Concentra and that Corrections are currently in the process.

The Commissioners authorized the execution of a contract renewal with the U.S. Forest Service to provide law enforcement services.

The Commissioners authorized the hiring of Charles Libby as a part-time Sheriff’s Deputy with the following confirmed:

- Effective Date: retro to April 5, 2020
- Wage Rate: $18.50/hr (certified rate)
- Special Conditions none
It was noted that Charles Libby will return to his school resource officer position and wage rate once schools are back open.

It was also noted that the other two school resource officers are still performing modified school resource officer duties with reimbursement from the school districts.

The Commissioners also continued ongoing discussion on replacing the boiler system in the jail and a bid from Allied Engineering.

**Treasurer’s Report**
Treasurer Beth Calhoun distributed written reports.

The Commissioners approved a 2020 TAN in the amount of $5,600,000 with a payback date of December 31, 2020. It was noted that this year’s TAN is higher than normal with a later payback deadline in anticipation of late tax payments and low revenue due to COVID-19.

**Personnel Updates and Actions**
The Commissioners approved changes to policy re cell phone use. It was noted that Executive Assistant Abby Shanor would distribute the updated policy book to employees via email later today.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter. They took no action upon returning to open session. It was noted that this item will be discussed further on May 7 or during an earlier special meeting if needed.

**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 MOU between County and Court Administration Offices. It was noted that action will occur on May 7 once amendments have been made.
3. Reviewed Old District Court & RCC Facility Conditions Assessment from Allied
4. Discussed future use of building in Fryeburg.
5. Received Administrator’s Report

**Adjournment**
The Commissioners adjourned at 11:20pm.

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.*