OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

April 4, 2019

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 4, 2019 being a special session, there were present:

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

The Pledge of Allegiance was recited.

Agenda Adopted
The agenda was adopted with the following amendments
- Executive session to discuss a personnel matter
- Strike second hiring of a full-time deputy

Treasurer’s Report
Treasurer Beth Calhoun expressed her concern for a high interest rate of 3.75% on this year’s tax anticipation note which is due to not having the 2017 audit completed. She noted that this was in breach of the auditor’s timeline as outlined in their contract.

The Commissioners then adopted a resolution on the 2019 tax anticipation note.

District Attorney’s Report
Office Administrator Mariah Castonguay spoke with the Commissioners regarding improvements being planned to the Victim Witness Advocate’s office to be more accommodating to the victims and children who utilize that space.

The Commissioners accepted a $500 donation from Norway Savings Bank to fund these improvements which includes new office furniture, paint, and coloring books.

RCC Director’s Report
The Commissioners authorized a Walmart Community grant submission for a TV to use for the “I Am Responding” software which will help them improve communications with local fire departments.

Sheriff’s Report
Sheriff Christopher Wainwright and Chief Deputy Jim Urquhart updated the Commissioners on departmental matters such as vehicle bids, jail operations, and electrical issues.

It was noted that Service Master was currently down in the CID to clean up after recent building repairs. The insurance company agreed to pay this $500 expense.
Sheriff Wainwright also suggested that the County use an application for all new hires similar to theirs and offered to send those documents to the Commissioners Office. This item will be discussed further on April 16.

It was noted that Sheriff Wainwright and Jail Administrator Dana Dillingham would be speaking with the Jail Administrator of Two Bridges at the upcoming Sheriff’s Association meeting regarding the renewal of the inmate boarding agreement.

The Commissioners approved a Byrne/Jag grant application submission and noted that it does not need to be approved each year going forward as long as there are no changes.

The Commissioners approved a modified billing rate of $69/hr to the agriculture (forest service) grant.

It was noted that the Sheriff recently met with architects from SMRT in Portland to talk about redesigning the jail and Sheriff’s Office.

**Personnel Updates and Action**

The Commissioners authorize the hiring of Michele Legare as certified full-time Sheriff’s Deputy with the following confirmed:

- **Effective Date:** April 7, 2019
- **Wage Rate:** $20.38/hr (4 year rate)
- **Specials Conditions:** probationary period per contract, contingent upon successful pre-employment physical at Concentra

The Commissioners entered into an executive session to discuss a personnel matter. They took no action upon returning to open session.

The Commissioners accepted the resignation of Victim Witness Advocate Jade St. Peter effective April 5.

The Commissioners approved a request to draw from the sick leave bank.

The Commissioners reviewed the job evaluation form for exempt employees with EMA Director Allyson Hill, RCC Deputy Director Geff Inman, and County Administrator Tom Winsor.

It was noted that the annual evaluations will be in the following order to coincide with the employee’s anniversary date:

- **May**  Geff Inman
- **June**  Tom Winsor
- **July**  Allyson Hill

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The Commissioners entered into an executive session to discuss a personnel matter. They returned to open session and authorized a $1,000 stipend to be paid to Maintenance Worker Ed Curtis in recognition of the ongoing extra work he has been performing alone since the other maintenance worker resigned on March 1.

The Commissioners entered into an executive session to discuss a personnel matter. They took no action upon returning to open session.

The Commissioners entered into an executive session to discuss union contract negotiations. They took no action upon returning to open session.

Register of Deeds Report
Register of Deeds Cherri Crockett reminded the Commissioners of the second public hearing in Fryeburg next Tuesday, April 9 regarding the closure of the Fryeburg registry.

The Commissioners also approved the purchase of polo shirts for Deeds personnel to commemorate the combining of the two Deeds offices.

Review Draft Minutes Pending Review or Signature
- December 14 approved
- January 15 approved with amendments
- February 7 approved with amendments
- February 19 approved with amendments
- March 7 approved with amendments
- March 19 approved with amendments

Items for Discussion and Action – Considered as Time Permits Throughout Meeting
The Commissioners discussed the following and took action only as underlined.
1. Received Updates on Legislative Matters relating to the casino operations and Newry’s request to receive stipends for rescues performed in Grafton Notch in addition to the annual ambulance and fire service payments the County pays from the Unorganized Territory fund.
2. Other Items as Needed

Adjournment
The Commissioners adjourned at 3:30pm.

David A. Duguay, Chairman
Timothy G. Turner, Commissioner
Steven M. Merrill, 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.