OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

August 20, 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 Tuesday, August 20, 2019 being a regular 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 addition of RCC Director’s Report following public comment.

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

July 16 tabled
August 02 tabled

Public Comment
Hartford resident Joan Kelly asked if there was a written policy or procedure for Commissioners to deal with county issues or use of executive sessions. The Commissioners referred her to the guideline they use to determine which type of executive session to enter according to Maine statute.

RCC Director’s Report
The Commissioners reviewed RCC Director Donald Durrah’s memo regarding a request for a communications study. The Commissioners then authorized Communications Design Consulting Group to write an RFP in the amount of $1,200.

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
Chief Deputy Jim Urquhart spoke with the commissioners regarding departmental matters. It was noted that Sheriff Wainwright could not attend due to a personal family matter.

The Commissioners authorized the public bid of an ATV seized by the Sheriff’s Office.
The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) with Chief Deputy Jim Urquhart to discuss a personnel matter involving an update on an open internal affairs investigation. They took no action upon returning to open session.

**Treasurer's Report**
Treasurer Beth Calhoun updated the Commissioners on current financial operations and distributed written reports. She also suggested to the Commissioners that they explore their options in terms of breaking the current agreement with the current auditors and seek new ones.

**Lunch Recess**
The Commissioners recessed for lunch at 12:15pm and reconvened at 12:45pm.

**Register of Deeds Report**
Register of Deeds Cherri Crockett updated the Commissioners on the Fryeburg (western) Registry and reported that they are still on track for an August 28 closure.

The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) with Register Cherri Crockett to discuss a personnel matter. They returned to open session and acknowledged the promotion of Melinda Herrick to Deputy Register with a wage rate of $18.39/hr effective August 26.

They then acknowledged the title change of Debra Smith to Clerk effective August 26 with no wage change.

**Personnel Updates and Actions**
The Commissioners reviewed and approved a job description for the position of EMA Finance and Planning Assistant.

The Commissioners reviewed and approved an EMA training list.

The Commissioners accepted the resignation of legal secretary Debra Dunnemann effective September 16, 2019.

The Commissioners then entered an executive session to review her exit interview. They took no action upon returning to open session.

The Commissioners authorized the hiring of Kristine Wilson of Auburn as a Legal Secretary with the following confirmed:

- **Effective Date:** August 26, 2019
- **Wage Rate:** $19.86/hr
- **Specials Conditions:** contingent upon successful pre-employment physical at Concentra and probationary period per policy

The Commissioners discussed ongoing early/late arrivals of certain employees. This topic will be discussed further on September 5 with District Attorney Andrew Robinson.
The Commissioners authorized a safety enhancement grant application submission to Maine Municipal on behalf of the Commissioners’ Office.

Review of the same grant for the maintenance department was tabled and will be discussed further on September 5.

The Commissioners reviewed two exception requests to reinstate lost vacation time due to exceeding the carry-over limit per policy. It was determined that an executive session was not needed for either request.

The Commissioners authorized the restoration of lost vacation time to Jail Administrator Dana Dillingham as it was discovered the wrong hiring date was being used for determination.

The Commissioners then authorized the restoration of lost vacation time to EMA Director Allyson Hill with the understanding that it must be used by October 1 and that this is a one-time exception.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter involving a compensation proposal. They took no action upon returning to open session. This matter will be revisited again in the summer of 2020.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter involving an update on an employee’s medical leave status. They took no action upon returning to open session. It was noted that Labor Consultant Annalee Rosenblatt would get in contact with the employee’s physician and will update the board on September 5. It was also noted that this will be a recurring agenda item until resolved.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter to review a maintenance application and discuss potential duties and compensation. They took no action upon returning to open session. It was noted that County Administrator Tom Winsor could make contact with the applicant and propose a hiring motion on September 5.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter involving unpaid leave for an employee. They took no action upon returning to open session as it was discovered the leave is not needed at this time. This matter may be revisited at a future meeting if needed.

They Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) to receive and update on union contract negotiations. They took no action upon returning to open session.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**

The Commissioners discussed the following and took action only as underlined.

1. Received Update from Maine County Commissioners Association
2. Received Update on Legislative Matters
3. Received Administrator’s Report
Adjournment
The Commissioners adjourned at 4:26pm.

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.