OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

December 17, 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, December 17, 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 removal of the word "possible" from the two grievance items under personnel updates and actions.

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

November 19       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.

District Attorney's Report
District Attorney Andy Robinson spoke with the Commissioners regarding departmental matters.

The Commissioners reviewed updates to the Office Administrator's job description. They briefly entered an executive session (1 M.R.S.A. § 405-6 A) to discuss this specific employee's work performance. They took no action upon returning to open session. This item will be discussed further on January 9.

The Commissioners then approved a job description for the new position of part-time District Attorney's Office Clerk with a wage rate of $13.50/hr. They then authorized the position of the position.

Sheriff's Report
Sheriff Chris Wainwright and Chief Deputy Jim Urquhart spoke with the Commissioners regarding departmental matters.
The Commissioners acknowledged the withdrawal of application for employments from Alan Coffin.

The Commissioners accepted the resignation of Corporal Andy Whitney effective December 6 and wished him the best in his future employment with the State Fire Marshall’s Office.

The Commissioners authorized the hiring of Evan Rea of Freeport as a full-time Deputy with the following confirmed:

- **Effective Date:** December 22, 2019
- **Wage Rate:** $19.74 (1st year step)
- **Special Conditions** probationary period per contract

The Commissioners authorized the hiring of Allen Buck of Gilead as a part-time Corrections Officer with the following confirmed:

- **Effective Date:** December 17, 2019
- **Wage Rate:** $15.00 (uncertified rate)
- **Special Conditions** successful pre-employment testing as required by law

The Commissioners authorized the hiring of Tammy Thomas of Otisfield as a part-time Corrections Officer with the following confirmed:

- **Effective Date:** December 17, 2019
- **Wage Rate:** $16.00 (certified rate)
- **Special Conditions** successful pre-employment testing as required by law

The Commissioners authorized the hiring of Evan Grant of Lewiston as a part-time Corrections Officer with the following confirmed:

- **Effective Date:** December 17, 2019
- **Wage Rate:** $16.00 (certified rate)
- **Special Conditions** successful pre-employment testing as required by law

There was discussion about the process of filling the open Corporal position.

**Lunch Recess**
The Commissioners recessed for lunch at 12:00pm and reconvened at 12:30pm.

**Treasurer’s Report**
Treasurer Beth Calhoun updated the Commissioners on current financial operations and distributed written reports.

**RCC Director’s Report**
The Commissioners acknowledged the promotion of Cheryl Coffin to Dispatch Supervisor effective December 17 with a wage rate of $19.51/hr.
RCC Director Donald Durrah updated the Commissioners on the RCC Governing Board and overall in-house progress.

**Register of Deeds’ Report**
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a budgeted wage request. They returned to open session and authorized a $1,500 net payment as a one-time bonus to Deputy Register of Deeds Melinda Herrick for her extra work in closing Deeds West. It was noted that this payment shall be made by year-end (2019).

**Personnel Updates and Actions**
The Commissioners authorized the hiring of Samantha LaBreque of Rumford as a part-time Maintenance/Custodian with the following confirmed:

- **Effective Date:** January 2, 2020
- **Wage Rate:** $18.00
- **Special Conditions**
  - successful pre-employment physical and background check

It was noted that effective January 2020, payroll deductions for insurance coverages would only occur in the first two payrolls of the month. On months where three payrolls occur, the third payroll will not have any deductions for insurance withheld.

The Commissioners acknowledged the termination of Legal Secretary Kristine Wilson effective December 12 as she did not meet expectations during her probationary period.

The Commissioners then authorized the posting of the open Legal Secretary position.

The Commissioners authorized an unpaid leave for Dispatcher Tami Bisbee through January 21.

The Commissioners reviewed proposed changes to county policy re resignations. This item will be discussed further on January 9 once amendments have been made.

The Commissioners approved changes to county policy re the hiring process.

The Commissioners established a rule that agenda items and supporting documents must be received no less than five business days prior to a Commissioners meeting. If items are not requested or documents not presented by this deadline then they will be tabled until the following meeting.

The Commissioners reviewed proposed changes to county policy re reporting of damaged property. This item will be discussed further on January 9 once amendments have been made.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to review a recent exit interview. No action was needed upon returning to open session.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a grievance (2019-07). They took no action upon returning to open session.
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a grievance (2019-08). 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 acted only as underlined.

1. Received Update from Maine County Commissioners Association
2. Enacted 2020 Oxford County Budget
3. Received Administrator’s Report
4. **Appointed** Commissioners to Various Board and Committees as Follows:
   - 2020 Chairman – Commissioners Turner
   - Androscoggin Valley Council of Governments – Commissioner Duguay
   - Maine County Commissioners Association – Commissioner Merrill, County Administrator Tom Winsor as Proxy
   - RCC Governing Board – Commissioner Turner
   - Chief Elected Officials Board – Vacant
   - Central Western Maine Workforce Development Board - Vacant

**Adjournment**
The Commissioners adjourned at 5:44pm.

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**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.*