OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

February 6, 2020

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, February 6, 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 with the addition of reviewing administrative procedure re promotions and amending the dispatch hires to only one, not two.

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

January 21  tabled
January 30  approved

Executive Session to Discuss a Personnel Matter
The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter involving a recommendation for dismissal of a County Employee. They took no action upon returning to open session but noted that a written decision will be provided at 9:00am on February 18.

Treasurer’s Report
Treasurer Beth Calhoun updated the Commissioners on departmental matters and distributed written reports at that time.

Lunch Recess
County Administrator Tom Winsor delivered the Administrator’s Report during lunch. The Commissioners did not recess.

Sheriff’s Report
Sheriff Chris Wainwright and Chief Deputy Jim Urquhart spoke with the Commissioners regarding departmental matters.

The Sheriff provided a breakdown of civil fees and advised that more information would be available on February 18 before new civil fees should be set.
The Commissioners authorized the hiring of James McLamb as a full-time certified Sheriff's Deputy with the following confirmed:

- **Effective Date:** February 18, 2020
- **Wage Rate:** $22.28/hr (4th year step)
- **Specials Conditions:** probationary period per contract

**RCC Director's Report**
The Commissioners approved updated bylaws for the Communications Advisory Board.

**Personnel Updates and Actions**
The Commissioners authorized the hiring of Jeffrey Burt of Andover as a full-time certified Dispatcher with the following confirmed:

- **Effective Date:** February 6, 2020
- **Wage Rate:** $17.29/hr (1st year step)
- **Specials Conditions:** probationary period per contract

The Commissioners acknowledged the termination of part-time corrections officer Crosby Rowe due to unavailability.

The Commissioners approved changes to policy re hiring process. It was noted that the employment application form would be reviewed on March 5.

The Commissioners tabled review of Labor Consultant's service list to March 5.

To the extent not previously recorded by public vote, or to which the minutes of past meetings fail to reflect a public vote taken, the Commissioners formally and retroactively ratified and approved the following confidential settlement agreements, and hereby affirmed that the person or persons entered into each such confidential settlement agreement on behalf of the County has and had on the date of signing, full authority to, and did in fact bind the County to each such agreement with:

- Christina Sugars, dated May 2, 2019
- Candice Jack, dated May 2, 2019

The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a grievance. They took no action upon returning to open session.

The Commissioners tabled review of administrative procedure re promotions to February 18.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and took action only as underlined.

1. **Adopted** an Overlay of 2% on the 2020 General Fund Budget
2. Reviewed Draft of 2019 Update
3. **Noted** the July 2 Workshop will be moved to July 9
Adjournment
The Commissioners adjourned at 2:26pm.

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.