OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

January 15, 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, January 15, 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 amendments.

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

December 18        tabled
January 3           tabled

Public Comment
Brownfield Selectman Bill Flynn gave updates on the Fryeburg Airport and an upcoming road closure hearing.

Register of Deeds Report
Register of Deeds Cherri Crockett updated the Commissioners on the vault renovation project.

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.

EMA Director’s Report
EMA Director Allyson Hill updated the Commissioners on departmental matters.

Sheriff’s Report
Sheriff Chris Wainwright and Chief Deputy Jim Urquhart spoke with the Commissioners and updated them on departmental matters such as the billing rates, CID building repairs, building renovations, and status of vehicles.

The Sheriff expressed his concern for recent purchase order and payroll errors due to lack of staffing in the finance department. County Administrator Tom Winsor noted that a plan is in place to contract out the finance operations which would alleviate these errors.
It was also noted that going forward, the Sheriff’s report would fall before the Treasurer’s report during monthly meetings as agreed upon by Treasurer Beth Calhoun.

The Commissioners authorized the purchase of ergonomically correct office furniture up to $7,300 using funds from the state drug account.

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 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.

Treasurer's Report
Treasurer Beth Calhoun and County Administrator Tom Winsor updated the Commissioners on departmental matters and the status of current financial operations.

The Commissioners then authorized the signing of a contract with Berry Talbot and Royer of Falmouth to provide accounting and payroll services to the County.

Lunch Recess
The Commissioners recessed for lunch at 12:30pm and re-convened at 1:00pm.

Personnel Updates and Action
The Commissioners reviewed the mileage reimbursed rate and voted to make no changes, keeping the rate at $0.50 per mile.

The Commissioners entered authorized a day of unpaid leave for Victim Witness Advocate Jade St. Peter on January 18.

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 a personnel matter. They took no action upon returning to open session.

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 a personnel matter. They took no action upon returning to open session.

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.

The Commissioners entered into an executive session to discuss union contract negotiations. 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.

The Commissioners entered into an executive session to discuss union contract negotiations. 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.

**RCC Deputy Director’s Report**
Deputy RCC Director Geff Inman briefed the Commissioners on the January 10 RCC Governing Board meeting.

The Commissioners authorized the posting for the position of temporary part-time assistant to the RCC Director.

The Commissioners then appointed Commissioner Turner to represent the Commissioners on the RCC Governing Board.

**Administrator’s Report**
County Administrator Tom Winsor updated the Commissioners about ongoing departmental matters.

**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. Reviewed Communication from Bruce Flaherty re Spirit of America
3. Administrator Task List
4. Other Items as Needed

**Adjournment**
The Commissioners adjourned at 5:35pm.

---

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.