OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

January 21, 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 Tuesday, January 21, 2020 being a regular session, 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 as written.

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

January 9      approved with amendments

Public Comment
None.

It was noted that neither the Treasurer or Register of Probate would be able to attend the Department Head portion of the meeting due to scheduling conflicts.

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

The Sheriff noted that he will present suggested civil fees for approval on February 6.

Jail Administrator Dana Dillingham shared communication from Market Square Restaurant regarding a small increase to inmate meal fees. It was noted that this is the first increase in several years. The new fees are as follows:

- Breakfast $5.00
- Lunch    $6.50
- Dinner   $8.50
There was also discussion about the HVAC system upgrade and its affect on returning the jail to full service.

**Treasurer’s Report**
Treasurer Beth Calhoun was unable to attend due to a scheduling conflict but submitted written reports.

**Lunch Recess**
The Commissioners recessed for lunch at 12:00pm and reconvened at 12:20pm.

**Personnel Updates and Actions**
The Commissioners authorized the hiring of Rachael Leighton of Mechanic Falls as a full-time EMA Finance and Planning Assistant with the following confirmed:

- **Effective Date:** January 27, 2020
- **Wage Rate:** $17.28/hr (3rd year step, 35 hours/wk)
- **Special Conditions** probationary period per policy

The Commissioners authorized the hiring of Hope Wilson of West Paris as a part-time District Attorney’s Office Clerk with the following confirmed:

- **Effective Date:** January 27, 2020
- **Wage Rate:** $14.75/hr (2nd year step, 20 hours/wk)
- **Special Conditions** none

The Commissioners tabled review of administrative procedure re promotions to February 6.

The Commissioners tabled review of policy changes re hiring process to February 6.

The Commissioners tabled an executive session to discuss a grievance to February 6.

**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. Received Administrator’s Report and reviewed a request from Eastern Slopes Regional Airport for 2020 funding in the county budget. It was noted that the budget process has already ended, and the request was not received in a timely manner. The Commissioners noted that the county will issue a $3,000 payment as requested and approved in the 2019 budget but was never invoiced for. The Commissioners made it clear that these funds were not to be paid from 2020 funds and do not represent a 2020 contribution.
Adjournment
The Commissioners adjourned at 1:00pm.

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.