OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

January 3, 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 Thursday, January 3, 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 the addition of accepting the resignation of a Sheriff’s Deputy and the authorization of hiring two Sheriff’s Deputies.

The Commissioners then appointed David Duguay as the 2019 chairman.

Swearing in Newly Elected Officials
Sheriff’s Administrative Assistant Deanna Petrie swore in Treasurer Elizabeth Calhoun of Oxford and Commissioner Timothy Turner of Buckfield.

It was noted that Sheriff Christopher Wainwright of Canton, Chief Deputy James Urquhart of Greene, and Register of Deeds Cherri Crockett of Bethel were sworn in at an earlier date.

Register of Deeds East Report
Register Cherri Crockett spoke with the Commissioners concerning departmental matters and updated them on the status of merging the two registries which was noted is going well.

Administrator and Treasurer’s Report
County Administrator Tom Winsor and Treasurer Beth Calhoun updated the Commissioners on the status of the financial operations.

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

Personnel Updates and Action
The Commissioners entered into an executive session to review and discuss a recent exit interview. They took no action upon returning to open session.

The Commissioners then accepted the resignation of Sheriff’s Deputy Caroline Casey effective January 16, 2019.

They then authorized the posting of a full-time Sheriff’s Deputy.
The Commissioners authorized the hiring of Derek McCormick of Casco as a certified full-time Deputy with the following confirmed:

- **Effective Date:** January 20, 2018
- **Wage Rate:** $19.50/hr (3rd year step)
- **Specials Conditions:** contingent upon successful pre-employment physical at Concentra, probationary period per contract

The Commissioners authorized the hiring of Peter Casey of Rumford as a certified part-time Deputy with the following confirmed:

- **Effective Date:** November 13, 2018
- **Wage Rate:** $18.50/hr (entry)
- **Specials Conditions:**

The Commissioners then accepted the resignation of Deeds Clerk Jennifer Zulker effective December 28, 2018.

**Review Grant Application Checklist**
Authorized submission of 2019 Wellness Works grant application.

**Review Draft Minutes Pending Review or Signature**
- December 18 tabled

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and took action only as underlined.
1. Administrator Task List
2. Other Items as Needed

The Commissioners entered into an executive session to discuss a personnel matter. They took no action upon returning to open session.

**Adjournment**
The Commissioners adjourned at 12:38 pm

[Signatures]
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.*