OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

July 9, 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, July 9, 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 as written.

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

June 16         approved with amendments

Recognition of Maintenance Department’s COVID-19 Response
The Commissioners thanked maintenance workers Ed Curtis, Marc Rainey, and Samantha Labrecque for their continued hard work during the COVID-19 pandemic, especially for keeping the building and workspaces clean and sanitized.

Sheriff Chris Wainwright and Register of Deeds Cherri Crockett were also present and echoed the Commissioners’ appreciation.

Sheriff’s Report
Sheriff Chris Wainwright updated the Commissioners on departmental matters.

Jail Captain Dana Dillingham noted that the jail will need some new appliances before returning to full service such as washing machines and a new refrigerator. He also noted that he will have a better idea by September or October what the hiring needs will be before returning to full service.

The Sheriff noted that they had received several applications for the positions of Patrol Deputy and Sheriff’s Clerk.

The review of SRO contracts was tabled to July 21.

The Commissioners accepted the resignation of Travis Witham as a full-time Corrections Officer.

They then approved Travis Witham to remain a part-time Corrections Officer following a 14-day separation period per policy and a new wage rate of $16.00/hr (certified part-time rate).
Treasurer's Report
Treasurer Beth Calhoun updated the Commissioners on departmental matters and distributed written reports via email at that time.

Personnel Updates and Actions
The Commissioners reviewed several draft versions of policy re nepotism and selected two proposals to send to the department heads for review and comment at their department head meeting on July 16.

The Commissioners spoke with Systems Administrator Al Larrivee, Sheriff Christopher Wainwright, RCC Director Donald Durrah, and Jail Captain Dana Dillingham regarding the possible formation of an IT department.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with the same group to further discuss a personnel matter to discuss a possible grievance. No action was needed upon returning to open session, but it was noted that on July 21 a contract will be considered with WG Tech in Westbrook for additional IT support along with an executive session to discuss salary negotiations.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 D) to discuss union contract negotiations. No action was taken upon returning to open session.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with department heads to discussion a personnel matter. No action was taken 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 Updates from Maine County Commissioners Association
2. Received Administrator’s Report
3. Discussed serious damage to 22 Western Ave building as result of an accident last night—Sheriff Chris Wainwright noted that temporary storage will be needed to house documents and supplies currently being stored in that building. This item will be discussed further on July 21.

Commissioner Turner also noted that maintenance worker Marc Rainey expressed interest in possible shifting to a 32-hour work week. This item will be discussed further in a future meeting once more information is available.
Adjournment
The Commissioners adjourned at 4:36 pm.

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.