OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

June 18, 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, June 18, 2019 being a regular 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:

May 21               approved with amendments
June 6               approved with amendments

Public Comment
Newly hired maintenance workers Nick Santora and Linda Follis were introduced to the Commissioners.

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.

It was announced that Oxford County would be hosting the 2020 Convention of Maine Counties at Sunday River next September.

Newly hired RCC Director Donald Durrah introduced himself to the Commissioners and to other department heads who had not yet met him.

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

It was noted that the County received one bid for $600 for a 2007 Toyota Corolla seized during a forfeiture.

It was also noted that the Sheriff’s Office is working with County Administrator Tom Winsor on developing a policy re disposal of surplus property.
It was noted that County Administrator Tom Winsor and Executive Assistant Abby Shanor would follow up with Auburn, Lewiston, Paris, and Oxford Police Departments regarding training reimbursement checks.

The Commissioners authorized the hiring of Jake Clark of Fryeburg as a full-time Sheriff’s Deputy with the following confirmed:

- Effective Date: June 23, 2019
- Wage Rate: $17.40/hr (entry)
- Specials Conditions: contingent upon successful pre-employment physical at Concentra, probationary period per contract

The Commissioners authorized the hiring of Brandan George of Harrison as a full-time Sheriff’s Deputy with the following confirmed:

- Effective Date: June 24, 2019
- Wage Rate: $17.40/hr (entry)
- Specials Conditions: contingent upon successful pre-employment physical at Concentra, probationary period per contract

Treasurer’s Report
Treasurer Beth Calhoun updated the Commissioners on current financial operations and distributed written reports.

It was noted that the 2017 audit is wrapping up.

Commissioner Dave Duguay suggested that all invoices be signed by the employee obligating the funds for that transaction in order to better track them.

Commissioner Dave Duguay also suggested that all vehicle repair invoices include the deputy’s name, number, VIN, and mileage.

It was noted that Marc Roy will attend the July 8 meeting to discuss the possibility of changing the jail budget to a calendar year.

Lunch Recess
The Commissioners recessed for lunch at 12:00pm and reconvened at 12:30pm.

RCC Director’s Report
The Commissioners spoke with RCC Director Donald Durrah and Deputy RCC Director Geff Inman to discuss departmental matters.
The Commissioners authorized the hiring of Jeffrey Clark of Gray as a part-time certified dispatcher with the following confirmed:

- Effective Date: June 23, 2019
- Wage Rate: $15.00/hr (certified rate)
- Specials Conditions: contingent upon successful pre-employment physical at Concentra

**Personnel Updates and Actions**
The Commissioners approved a job description for the position of Utility Corrections Officer.

The Commissioners approved the job descriptions for the positions of Deeds Clerk and Deputy Register of Deeds with amendments.

The Commissioners then authorized unpaid leave on June 24 for Victim Witness Advocate Tonya Lewis.

The Commissioners authorized unpaid leave on July 2 for District Attorney’s Office Administrator Mariah Castonguay.

The Commissioners entered into an executive session to discuss a personnel matter. They returned to open session and authorized a wage increase for EMA Director Allyson Hill in the amount of $1.00 per hour ($1,027.61 per week) effective June 16.

The Commissioners then authorized the transfer of ownership of the IMAT trailer to the Town of Woodstock with the understanding that it will remain a non-financial asset to the County and that the County will have first refusal if the town ever disposes of it.

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**Register of Deeds Report**
Register of Deeds Cherri Crockett updated the Commissioners on the process of closing the Western Registry in Fryeburg.

**Matters Pertaining to the 2020 Budget**
The Commissioners reviewed a draft worksheet that all departments will be required to use during the 2020 budget proposal to make sure that the supporting document packet is well organized and easy to follow.

It was noted that Executive Assistant Abby Shanor or Commissioners Clerk Nichole Cargnino would call to confirm the District I and District II caucus locations for August 28.
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. Received Update on Legislative Matters
3. Scheduled Annual Tour of Unorganized Territory for August 1 Contingent Upon the Availability of UT Road Agent Todd Sawyer
4. Authorized Submission of Liquor License Renewal Application for Black Brook Cove
5. Received Administrator’s Report

Executive Session to Discuss a Personnel Matter
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 4:05pm.

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.