OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

March 19, 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, March 19, 2019 being a special session, there were present:

David Duguay Chairman
Timothy Turner Commissioner
Tom Winsor County Administrator

The Pledge of Allegiance was recited.

It was noted the Commissioner Merrill could not attend due to personal reasons, but could participate by phone if needed.

Public Comment
Register of Deeds Cherri Crockett confirmed a public hearing regarding the closure of the Fryeburg Registry at 6:00pm on April 9 at the Fryeburg Legion Hall.

Treasurer’s Report
Marc Roy of Berry Talbot and Royer updated the Commissioners on the status of the 2019 TAN which will be discussed further on April 4.

Marc also noted that he believes that the ongoing employee accrual issue will be resolved before by either the next payroll or the one after.

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

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 such as billing rates and the proposed Bethel contract.

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

Jail Operations
Sheriff Chris Wainwright and Jail Administrator Dana Dillingham updated the Commissioners on the estimated food and medical costs of returning the jail to a full-time status.

They also proposed the addition of a new full-time position in the jail. This item will be discussed further at a future meeting.
They then entered into an executive session to discuss a personnel matter. They returned to open session and accepted the recommendation to terminate part-time Corrections Officer Trevor Gagnon.

**Treasurer’s Report (cont’d)**
The Commissioners authorized the funding of the Oxford County Child Advocacy Center per the most recent request. It was noted that the amount of funding had not changed from the initial request, only the reasoning for the request.

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

**Personnel Updates and Actions**
The Commissioners authorize the hiring of Mariah Castonguay of Auburn as a full-time District Attorney’s Office Administrator with the following confirmed:

- Effective Date: March 25, 2019
- Wage Rate: $17.78 (3 year rate)
- Specials Conditions: 6 month probationary period per policy, contingent upon successful pre-employment physical at Concentra

The Commissioners reviewed and approved changes to the RCC Director’s job description and authorized the posting of that position. It was noted that interviews for this position will begin on or after April 22.

The Commissioners reviewed the exempt employee evaluation form. It was noted that a copy would be distributed to those employees it applies to at the April 4 meeting.

The Commissioners acknowledged a wage increase for Jonathan Wainwright from $15.00/hr to $16.00/hr due to receiving certificated from the academy.

They then accepted the resignation of George Walker as the EMA Planner effective March 29, 2019.

They then accepted the resignation of Patrick Lane as a Maintenance Worker effective March 19, 2019.

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

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**Conference Call re: County Themed Film**
The Commissioners spoke with a representative of CTI on speaker phone regarding a proposal to create an aerial video of Oxford County for the county website. It was determined that further information was needed before continuing the discussion.
RCC Deputy Director’s Report
The Commissioners recognized Dispatcher Tamara Bisbee for 20 years of employment with the county and presented her with a certificate of appreciation at that time.

Geff also noted that the dispatch center has now had seven CPR saves this year.

The Commissioners then entered into an executive session with Deputy RCC Director Geff Inman to discuss a personnel matter. They took no action upon returning to open session.

Personnel Updates and Actions (cont’d)
The Commissioners authorized the hiring of Todd Tilley of Waterford as a full-time Maintenance Worker with the following confirmed:

- Effective Date: March 25, 2019
- Wage Rate: $16.43 (2 year rate)
- Specials Conditions: 6 month probationary period per policy, contingent upon successful pre-employment physical at Concentra, and pre-employment testing

The Commissioners authorized the hiring of Ronald Woods of Rangeley as a full-time certified Sheriff’s Deputy with the following confirmed:

- Effective Date: March 25, 2019
- Wage Rate: $20.38 (4 year rate)
- Specials Conditions: probationary period per contract, contingent upon successful pre-employment physical at Concentra and successful interview with the Commissioners Office

The Commissioners authorized the hiring of Nichole Cargnino of Stoneham as a full-time Commissioners Clerk with the following confirmed:

- Effective Date: March 25, 2019
- Wage Rate: $15.14 (1 year rate)
- Specials Conditions: 6 month probationary period per policy

The Commissioners recognized the promotion of Corrections Officer Amanda Lantagne to Corporal with the following confirmed:

- Effective Date: March 24, 2019
- Wage Rate: $18.30 (4 year rate)
- Specials Conditions: 6 month probationary period per policy

The Commissioners recognized the promotion of Corrections Officer Renee Shanks to Corporal with the following confirmed:

- Effective Date: April 7, 2019
- Wage Rate: $18.30 (4 year rate)
- Specials Conditions: 6 month probationary period per policy
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. Approved Submission of Liquor License Renewal for Bosebuck Mountain Camps
4. Other Items as Needed

Adjournment
The Commissioners adjourned at 3:43pm.

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.