OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

March 5, 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, February 5, 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 with the addition of an executive session to confer with the County’s counsel under personnel items and an EMA Director’s report after lunch.

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

February 18 approved with amendments

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

The Sheriff discussed a proposal to purchase new police vehicles. The Commissioners deferred consideration to County Administrator Tom Winsor.

The Commissioners voted to accept $1,967 from the State of Maine into the drug forfeiture account.

The Commissioners authorized the transfer of up to $3,200 from the drug fund account to the Sheriff’s office supplies account to cover the cost of an ergonomic workstation for the Administrative Assistant as recommended by Concentra.

The Commissioners then set the county mileage reimbursement rate at fifty-seven and a half (57.5) cents per mile to match the IRS rate effective immediately.

Register of Deeds Report
Register of Deeds Cherri Crockett discussed her plans to preserve old county books.

Treasurer’s Report
Treasurer Beth Calhoun updated the Commissioners on departmental matters and distributed written reports at that time.
It was noted that the month-end budget to actual retro to January 31 and the month-end departmental variance reports retro to January 31 would be available at the March 17 meeting.

It was also noted that Treasurer would contact Skelton Taintor and Abbott begin the 2020 tax anticipation note process.

**Lunch Recess**
The Commissioners continued county business through lunch in open session and did not recess.

**Personnel Updates and Actions**
The Commissioners reviewed the Labor Consultant’s service list.

They then reviewed an employment application form. It was noted that the form will be updated and approved on March 17.

The Commissioners reviewed and approved a request for a 30 day carry-over of a week’s worth of vacation time for Sheriff’s Clerk Joan Kelly due to circumstances beyond her control.

The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to review a recent exit interview. No action was needed upon returning to open session.

The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter. No action was needed upon returning to open session.

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

The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 E) to confer with Attorney James Pross of Skelton Taintor and Abbott by phone regarding a personnel matter. No action was needed upon returning to open session.

**EMA Director’s Report**
EMA Director Allyson Hill and Deputy Director Teresa Glick updated the Commissioners on the growing COVID-19 threat.

It was noted that County Administrator Tom Winsor and Executive Assistant Abby Shanor would immediately begin drafting emergency contingency plan in the event of an outbreak. Those plans will be reviewed on March 17.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and took action only as underlined.

1. Received Administrator’s Report
2. Authorized the signing of a contract with Workgroup Technology for additional IT support
3. Reviewed Draft of 2019 Update – it was noted that copies would be emailed and distributed to all the local towns
Adjournment
The Commissioners adjourned at 3:26pm.

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.