OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

November 7, 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, November 7, 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 two dispatchers and
review of the proposed 2020 budget.

Spirit of America Award Presentation
The Commissioners recognized the following community members for their outstanding
volunteerism within Oxford County:

Michelle Day of Brownfield
Fred Henderson of Greenwood
James Young of Bethel
Barbara and Irving Robinson of Hanover
James Sysko of Newry
Sylvia Touchette of Roxbury
Leon and Rosalie Poland of Woodstock

Allan Trumball of Fryeburg
David and Gloria Paro of Hiram
Deborah Morang of Dixfield
Michael Orff of Mexico
Ryan and Amanda Putnam of Peru
Dennis and Drusilla Breton of Rumford

Treasurer’s Report
Treasurer Beth Calhoun suggested that the Commissioners consolidate as many accounts as
possible for cleaner bookkeeping. She also reported that both the 2019 TAN and funds borrowed
from the casino fund have been repaid.

It was also noted that the Town of Brownfield has not paid their 2019 county taxes which were
due by November 1. Treasurer Beth Calhoun will make contact with the town to question where
the payment is and report back on November 19.

RCC Director’s Report
The Commissioners accepted the resignation of Dispatch Supervisor Melissa Adams effective
November 10. They then authorized Adams to remain a part-time dispatcher with a wage rate of
$15.00/hr after a 14-day separation period per policy.

The Commissioners accepted the resignation of Dispatcher Keith Tilsley effective November 1.
The Commissioners then authorized the posting of full-time Dispatch and full-time Dispatch Supervisor positions.

**Sheriff’s Report**

The Commissioners authorized the hiring of Alan Coffin of Oxford as a full-time certified Sheriff’s Deputy with the following confirmed:

- **Effective Date:** November 24, 2019
- **Wage Rate:** $20.38/hr (4th year step)
- **Specials Conditions:** contingent upon successful pre-employment testing as required by law and probationary period per policy

The Commissioners authorized the hiring of Gerald Maccione of Wilton as a part-time certified Sheriff’s Deputy with the following confirmed:

- **Effective Date:** November 17, 2019
- **Wage Rate:** $18.50/hr (certified part-time rate)
- **Specials Conditions:** contingent upon successful pre-employment testing as required by law

The Commissioners authorized the hiring of Gerald Maccione of Wilton as a full-time certified Sheriff’s Deputy with the following confirmed:

- **Effective Date:** December 15, 2019
- **Wage Rate:** $19.04/hr (2nd year step)
- **Specials Conditions:** probationary period per policy

It was noted that Oxford County will owe the Town of Dixfield $24,000 for training reimbursement for Deputy Maccione as required by law.

The Commissioners authorized the hiring of Evan Rea of Freeport as a part-time certified Sheriff’s Deputy with the following confirmed:

- **Effective Date:** November 17, 2019
- **Wage Rate:** $18.50/hr (certified part-time rate)
- **Specials Conditions:** contingent upon successful pre-employment testing as required by law

It was noted that Byrne/JAG and Stonegarden will continue into 2020.

The Commissioners authorized the purchase of training tables up to $400 to be paid for out of the office supplies account but be reimbursed by the drug fund.

The Commissioners entered into executive session (1 M.R.S.A. § 405-6 A) with Sheriff Chris Wainwright, Chief Deputy Jim Urquhart and System Administrator Al Larrivée to discuss 2020 a budget wage increase. They took no action upon returning to open session.
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with Sheriff Chris Wainwright, Chief Deputy Jim Urquhart and Jail Administrator Dana Dillingham to discuss 2020 budget wage increases. They took no action upon returning to open session.

**Executive Session to Conduct and Employment Evaluation**
The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) with RCC Director Donald Durrah to conduct an employment evaluation.

**Personnel Updates and Actions**
The Commissioners reviewed and voted to accept an answer to a grievance hearing held on October 11. The grievance was over severance pay to former Deputy Chris Davis. The accepted resolution is to pay Davis for one half of his unused sick leave accrued at the time of his resignation (July 6). It was noted that this discussion did not take place in executive session.

A copy of the grievance answer is available by request of the Commissioners Officer.

The Commissioners voted to ratify a one-year union contract with the Deputies retro to the period of January 1, 2018 – December 31, 2018.

They then voted to ratify a union contract with the Deputies retro to January 1, 2019 until December 31, 2021 as proposed.

**Review Draft Minutes Pending Review or Signature**

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<th>Date</th>
<th>Action</th>
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<td>September 17</td>
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<td>October 3</td>
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<td>October 11</td>
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**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and took action only as underlined.

1. Received Treasurer’s Report
2. Voted to Submit Albany Resident Lee Smith’s Name to the State for Appointment to the Land Use Planning Commission
3. Received Administrator’s Report
4. Reviewed Final Changes to the 2020 Budget as Proposed by the Commissioners

**Adjournment**
The Commissioners adjourned at 4:22pm.

[Signatures]

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.*