OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

February 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 February 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.

Grievance Hearing
The Commissioners entered into an executive session for a grievance hearing. They took no action
upon returning to open session.

Register of Deeds Report
The Commissioners signed a letter presented by the Register of Deeds regarding the future closing
of the Fryeburg Registry.

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

It was noted that repairs to the CID building were beginning today and expected to last about three
weeks.

Sheriff Wainwright noted that the department is looking to start switching over to Ford
Interceptor this year as opposed to the Ram Trucks currently used. He explained that their
vehicles are better on gas and are more suitable for the needs of the agency.

Sheriff Wainwright also updated the Commissioners on their current hiring process, noting that
they currently have 18 applicants and are preparing for oral boards.

The Commissioners then authorized a wage rate of $20.38/hr for Donald McCormick retro to
January 20, 2019 due to an incorrect rate being mistakenly authorized upon hire.

Personnel Updates and Action
The Commissioners authorized the hiring of Nichole Cagnino of Stoneham as a part-time
Commissioners Clerk with the following confirmed:

- Date of Hire        February 11, 2019
- Wage Rate          $14.37 per hour with a 25 hour work week
- Special Conditions  contingent upon successful pre-employment physical at
                      Concentra, 6 month probationary period per policy

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The Commissioners accepted the resignation of Maintenance Worker Glenn Hodgdon effective March 1, 2019 and authorized the posting of that position.

The Commissioners then approved a job description for the position of RCC Clerical Worker and authorized the posting of that position. It was noted that the posting should clarify that this is a temporary, part-time position.

The Commissioners then ratified a union contract between the County of Oxford and the Criminal Investigation Division.

The Commissioners then authorized a Risk Pool release in the amount of $10,000 related to recent litigation matters.

The Commissioners reviewed and approved a job description for the position of Commissioners Clerk.

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

The Commissioners entered into an executive session to discuss a personnel matter. They returned to open session and adopted a resolution acknowledging the resignation of Christopher Wainwright as a Captain of the Criminal Investigation Division effective January 1, 2019.

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

The Commissioners entered into an executive session to union contract negotiations. They took no action upon returning to open session.

The Commissioners entered into an executive session to discuss a personnel matter. They returned to open session and voted in favor supporting the Sheriff’s Office disciplinary decision discussed in the grievance earlier in the day.

The Commissioners entered into an executive session to discuss union contract negotiations. They took no action upon returning to open session.

**Review Draft Minutes Pending Review or Signature**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>December 18</td>
<td>tabled</td>
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<tr>
<td>January 3</td>
<td>tabled</td>
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<td>January 15</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. **Discussed Funds from Nova Northeastern University and Authorized Those Funds to be Accounted for as Miscellaneous Revenue in the Sheriff’s Department**
2. **Received Update on Administrator Task List**
3. **Other Items as Needed**
Adjournment
The Commissioners adjourned at 4:01pm.

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.