OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

April 1, 2021

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, April 1, 2021 being a workshop, there were present:

Timothy Turner Chairman
Steven Merrill Commissioner
David Duguay Commissioner

The Pledge of Allegiance was recited.

Agenda Adopted
The agenda was adopted as written.

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

March 16 approved with amendments

Department Heads
The Commissioners approved an updated grant/contract checklist.

The Commissioners approved updates to the emergency policies. It was noted that Executive Assistant Abby Shanor would distribute the changes to employees via email by the end of day.

Jail Updates
The Commissioners acknowledged the promotion of Corrections Officer Austin Talgo to Sergeant effective April 4, 2021 with a wage rate of $21.16/hr (4yr step).

The Commissioners authorized the hiring of Jarrod Wiswell as a full-time Corrections Officer with the following confirmed:

- Effective Date: April 1, 2021
- Wage Rate: $17.94/hr (2yr step)
- Special Conditions: probationary period per contract

The Commissioners authorized the hiring of Justin Cantin as a full-time Corrections Officer with the following confirmed:

- Effective Date: April 2, 2021
- Wage Rate: $16.42/hr (entry)
- Special Conditions: probationary period per contract
The Commissioners authorized the hiring of Trent Newton as a full-time Corrections Officer with the following confirmed:

- Effective Date: April 3, 2021
- Wage Rate: $16.42/hr (entry)
- Special Conditions: probationary period per contract

The Commissioners authorized the hiring of Kane Toothaker as a full-time Corrections Officer with the following confirmed:

- Effective Date: April 11, 2021
- Wage Rate: $16.42/hr (entry)
- Special Conditions: probationary period per contract

It was noted that Treasurer Beth Calhoun has reviewed the draft contracts for food and medical services in the jail. The Commissioners authorized Sheriff Christopher Wainwright and Interim County Administrator Donald Durrah to sign the contracts once satisfied with all of the suggested changes.

The Commissioners discussed a draft contract for inmate phone services. The Commissioners authorized Sheriff Christopher Wainwright and Interim County Administrator Donald Durrah to sign the contracts once satisfied with the final version.

**Personnel Updates and Actions**
The Commissioners discussed potential changes to policy re paid time off, specifically how it is taken. The Commissioners authorized the Administration Office staff to develop a draft policy for review at a future workshop.

The Commissioners reviewed a draft policy re purchasing and bidding. This item will be discussed further on April 20.

The Commissioners reviewed a draft policy re computer use. This item will be discussed further on April 20.

The Commissioners entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter re wages. They returned to open session and authorized a onetime net payment of $3,000 to Sheriff’s Administrative Assistant Deanna Petrie in recognition of her additional duties during the long-term Sheriff’s Clerk vacancy. It was noted that the Sheriff’s Clerk position will be filled at the April 20 meeting.

The Commissioners 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.

**Matters Pertaining to the Unorganized Territory**
Interim County Administrator Donald Durrah updated the Commissioners on a recent meeting with the Kimballs from Albany Township and the Administration Office staff regarding their contracts.

The Commissioners authorized them to draft a new contract with Ballot Clerk Joan Kimball to include an annual stipend increase from $500/year to $1,800/year for final review and approval.
The Commissioners also heard John Kimball’s request for various cemetery upgrades but acknowledged that they will not be able to complete all of them.

Both of these items will be discussed further in future meetings.

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

1. Entered an executive session (1 M.R.S.A. § 405-6 E) to confer with counsel re a road petition with Attorney Jim Pross of Skelton Taintor and Abbott. They returned to open session and accepted a $3,000 personal guaranty dated March 24, 2021 re the Kezar Lake Road and portion of Union Hill Road petition in Stow. It was noted that the Commissioners will move forward with scheduling a site walk and public hearing.

2. Revisited earlier executive session to discuss a personnel matter re wages (1 M.R.S.A. § 405-6 A) but determined no further action was needed at this time.

**Adjournment**
The Commissioners adjourned at 1:05 pm.

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.*