

OXFORD COUNTY COMMISSIONERS MEETING MINUTES

July 21, 2026

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, July 21, being a regular session, there were present:

Lisa Keim	Chair
Sawin Millett	Commissioner
Timothy Turner	Commissioner

The Pledge of Allegiance was recited.

Minutes for Approval

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

July 9 approved with amendments

Agenda Adopted

The agenda was adopted with the addition of an executive session for union contract negotiations.

Public Comment

None.

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.

County Administrator Zane Loper presented certificates of appreciation on behalf of the Wellness Works program to Chief James Urquhart, Major Dana Thompson, and Maintenance Workers Samantha Cilley and Marc Rainey for their assistance with the employee BBQ on July 2.

Sheriff's Report

Sheriff Chris Wainwright updated the Commissioners on departmental matters.

Review of the Chaplain job description was tabled.

The Commissioners authorized the renewal of a contract with Maine Pre-Trial.

Treasurer's Report

Treasurer Beth Calhoun updated the Commissioners on departmental matters.

Commissioner Keim raised concerns over the Sheriff's travel budget. The Sheriff and Chief acknowledged the high use of those budget lines, citing that more deputies stayed at the MSA Conference this year than in previous years due to Oxford being the host county, and also noted

that there may be some revenue not accounted for as some of those stays were associated with grant paid trainings.

Oxford County Opioid Response

Alane O'Connor from Maine Health gave a presentation on Sublocade and Brixadi (extended-release buprenorphine) which is a monthly injection to treat Opioid addiction for consideration to start a program in the county jail.

Oxford County Opioid Response Committee (OCORC) Chair Kari Taylor and committee member Dr. Lisa Miller spoke with Commissioners updated the Commissioners on the committee, noting there are two vacancies and also suggested expanding the committee from five members to seven. The Commissioners approved the committee to seek qualified and interested parties to be recommended to the committee but did not yet make a formal decision on increasing the number of committee members.

Taylor and Dr. Miller also asked if the Commissioners intend to open another round of funding applications this fall as the current project period is closing. Commissioner Keim says she is hesitant to seek applications for funding until the County can explore potentially utilizing the funds to pay for Sublocade in the county jail.

Commissioners Millett and Turner expressed their interest in opening a second round of funding but agreed with Commissioner Keim that there is more to consider before deciding when to do so.

Taylor suggested that the Commissioners open a round of funding and have the jail apply so that the project application would go through the scoring process along with other agencies.

Sheriff Wainwright opposed the idea of applying for the funds, expressing he feels those funds have already been given to the county and therefore shouldn't have to go through that process.

It was noted that the discussion would continue at the August 18 meeting.

The Commissioners authorized paying the Larry Labonte Recovery Center their remaining awarded \$100,000 instead of breaking the payment down to \$50,000 this year and \$50,000 next year. Their original award was for \$150,000 over three years.

Meet with Employees of the District Attorney's Office

The Commissioners invited employees of the District Attorney's Office to provide feedback about working in the office and for Oxford County in general, which they plan to do with all departments one by one at their regular meetings.

Legal Assistant Danielle Gilbert, Office Assistant Chelsea Dutil, and Legal Assistant/Victim Witness Advocate Sheena Johnson attended and explained their roles within the office.

Danielle expressed that she wishes she was allowed to work at home on snow days when her child's daycare closes, noting that she's fully able to work remotely in those instances

Personnel Updates and Actions

The Commissioners accepted the verbal resignation of part-time Dispatcher Mary Britton effective July 17. It was noted that she does not leave in good standing.

The Commissioners authorized the hiring of Katie Maxfield as a full-time Dispatcher with the following confirmed:

- Effective Date: July 29, 2026
- Wage Rate: \$24.06/hr (1st year)
- Special Conditions: none

The Commissioners authorized the hiring of Caitlin Cutchin as a part-time Dispatcher with the following confirmed:

- Effective Date: July 21, 2026
- Wage Rate: \$33.00/hr (pt rate)
- Special Conditions: none

Items for Discussion and Action – Considered as Time Permits Throughout Meeting

1. Reviewed Administrator's work sheet.
2. Administrator Loper explained the complications of recent FOAA requests. Commissioner Keim expressed that she would like to see the County change the way requests are handled, citing concern for how much money it costs utilizing the current system which is having the County's law firm respond and coordinate the majority of requests. It was suggested that the County send out an RFP for legal services to compare costs, especially if the attorney is more local. It was noted that this would be discussed more at the August meeting.

Executive Sessions

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

Adjournment

The Commissioners adjourned at 1:33pm.

Lisa M. Keim, Chair

H. Sawin Millett, Commissioner

Timothy G. Turner, 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.*