OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

September 20, 2022

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, September 20, 2022 being a regular session, there were present:

Timothy Turner  Chairman
Steven Merrill  Commissioner
David Duguay  Commissioner

The Pledge of Allegiance was recited.

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

September 1  approved

Agenda Adopted
The agenda was adopted as written.

Public Comment
None.

Constitution Week Proclamation
Chairman Turner read the proclamation prepared by Treasurer Beth Calhoun, a member of Daughters of the American Revolution (DAR).

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 Donald Durrah announced that all county offices within the courthouse building will have wireless silent panic alarms installed to help employees feel more secure if an issue arises in their office. The system will be an extension of the State’s court existing alarm system so it will have no operational costs to the County after installation.

Sheriff’s Report
Sheriff Christopher Wainwright was dealing with a matter in Augusta, so Chief Deputy James Urquhart updated the Commissioners on departmental matters.

The Commissioners approved an engineering proposal for the jail.

Treasurer’s Report
Treasurer Beth Calhoun provided written reports and updated Commissioners on the County’s financial status.
**Personnel Updates and Actions**
The Commissioners authorized the Deputy EMA Director position to become 40 hours per week instead of 37.5 per week.

The Commissioners reviewed a job description for the position of IT Director. They then went into executive session (1 M.R.S.A. § 405-6 A) to discuss personnel details. No action was needed upon returning to open session.

The Commissioners reviewed a job description for the position of Software Specialist. They then went into executive session (1 M.R.S.A. § 405-6 A) to discuss personnel details. They returned to open session and approved the position’s job description.

There was no executive session for union contract negotiations as it was determined there were no updates to discuss.

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

1. Received update from Maine County Commissioners Association.
2. Granted the Petitioners’ request for withdrawal, without prejudice, of their November 30, 2021 petition filed with the Oxford County Board of Commissioners pursuant to Title 23, Chapter 313, with regard to the condition of Kezar Lake Road in the Town of Stow, noting that the Town is in agreement with the request to withdraw the petition.

**Adjournment**
The Commissioners adjourned at 12:31pm

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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.*