

**OXFORD COUNTY COMMISSIONERS
MEETING MINUTES**

November 18, 2025

Meeting Convened

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 11:00 am on Tuesday, November 18, being a regular session, there were present:

Timothy Turner	Chair
Lisa Keim	Commissioner
Sawin Millett	Commissioner

The Pledge of Allegiance was recited.

Minutes Approval

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

October 21	approved
October 23	approved
November 6	approved

Agenda Adopted

The agenda was adopted with the addition of the following items:

- Discuss MCCA
- Discuss Employee Travel
- Accept OUI Grant Award
- Discuss Complex Waste Removal
- Executive Session to Discuss a Personnel Matter

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.

Sheriff's Report

Sheriff Christopher Wainwright updated the Commissioners on departmental matters.

The Commissioners accepted the resignation of full-time School Resource Officer Justin Onofrio effective November 13, 2025. It was noted that he does not leave in good standing as he did not work out a two-week notice. The Commissioners then authorized the opening of a full-time deputy position as the result of the SRO vacancy.

The Commissioners authorized the acceptance of an OUI grant from the Maine Bureau of Safety in the amount of \$7,960.50

The Commissioners and Sheriff Wainwright discussed the proposal of a regional jail with Franklin and Androscoggin counties. The Sheriff asked the Commissioners to consider matching Franklin and Androscoggin's contribution of \$40,000 to do a study of the plans.

Treasurer's Report

Treasurer Beth Calhoun and Finance Director Lindsay Kay updated the Commissioners on financial matters and provided written reports.

The Commissioners authorized an interest rate of 7.5% on late county tax payments.

The Commissioners authorized Finance Director Kay to apply for new financial software called Ramp. It was noted that applying for the software does not commit the County to accepting the offer.

Presentation on Magalloway Watershed Conservation Project

David Miller and Mark Berry spoke about a major watershed conservation project in Magalloway Township led by the Rangeley Lakes Heritage Trust.

Personnel Updates and Actions

Deeds Registrar Cheri Crockett spoke to the Commissioners regarding their budget proposal which included a decrease in hours for the part-time clerk position. She proposed a compromise of raising the part-time clerk hours to 45 hours per pay period which would still represent a decrease in that line and asked for an explanation or reasoning for their decision. Commissioner Keim explained her reasoning for decreasing the work hours for that position which included reviewing legislative testimony from Deeds personnel over the years regarding technology that was meant to reduce manhours and streamline recording services. She also compared the number of employees and documents recorded by other counties. Commissioner Turner explained that the original proposal was to eliminate the position all together, but that a compromise was made to reduce the hours for the upcoming year with the intention of not funding it the following year to see how performance goes with reduced hours. He noted that he initially wanted to defend the position until he saw the data provided regarding other Deeds Offices in the state. Commissioner Millett said that although he is not convinced that the position is not needed, he must also remember his responsibility to the taxpayers. He said that he wants to see the updated data next year after seeing how the reduction in part-time hours impacts the office. Registrar Crockett thanked the Commissioners for their reasoning and reiterated the hard and important work that her office provides.

The Commissioners reviewed a draft Code of Conduct policy. It was noted that it would also be run by the Department Heads for their input before final adoption from the Commissioners.

The Commissioners authorized the Probate employees to work up to 40 hours per week as needed due to workload.

The Commissioners reviewed a letter from Probate Judge Jarrod Crockett requesting an exception to pay for expenses associated with a recent Judges Conference that was not approved ahead of time per policy. The Commissioners authorized payment of the invoice less the tax amount and fee for his spouse with the understanding that in the future, all policies regarding purchasing and travel will be followed as another exception will not be made.

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

Airport/UT Supervisor's Report

The Commissioners authorized the purchase of an upgraded fuel system at the airport not to exceed \$18,000.

The Commissioners authorized the extension of snow removal contracts in the Unorganized Territory.

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

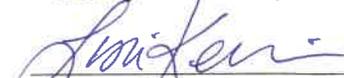
1. Adopted Administrator's report.
2. Authorized 911 address change to designate a section of RT 113 as Evan's Notch Road.
3. Authorized a five-year contract with Siemens for HVAC maintenance in the Jail.
4. Authorized the continuance of removing waste twice per week instead of once.
5. Reviewed and discussed employee travel expenses.
6. Discussed shared concern over expansion of MCCA focus and mission.

Adjournment

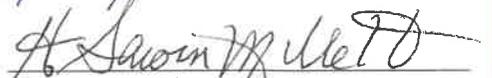
The Commissioners then attended the budget committee workshop on the proposed 2026 budget which concluded at 8:55pm.



Timothy G. Turner, Chair



Lisa M. Keim, Commissioner



H. Sawin Millett, 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.*