

**OXFORD COUNTY COMMISSIONERS  
MEETING MINUTES**

**November 17, 2015**

**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, November 17, 2015 being a regular session, there were present:

Steven Merrill	Chairman
David Duguay	Commissioner
Timothy Turner	Commissioner
Scott Cole	Administrator
Judy Haas	Deputy Administrator

Various county officials, employees, and other individuals were also present at different times throughout this session.

The Pledge of Allegiance was recited.

**Minutes Approval**

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

October 20                      approved with amendment

**Agenda Adopted**

The meeting agenda was adopted following addition of discussion items dealing with separate county policies on smoking and timesheets.

**Public Comment**

Craig Zurhorst of Western Maine Transportation Services spoke with the Commissioners regarding the agency's request for funding in the 2016 budget.

**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.

**Treasurer's Report**

Treasurer Marc Vanderwood spoke with the Commissioners concerning departmental matters and distributed a written report at that time.

**Sheriff's Report**

Sheriff Wayne Gallant spoke with the Commissioners concerning departmental matters and distributed a written report at that time. In addition, the Sheriff indicated that it is his goal to increase Oxford jail occupancy toward 21 inmates and simultaneously reduce boarding costs at Cumberland County.

### Lunch Recess

The Commissioners recessed for lunch.

### Personnel Actions

The Commissioners discussed a variety of matters under this heading. They also approved an amendment to an existing agreement with the Maine Drug Enforcement Agency which establishes a higher, state defined wage rate of \$26.00 per hour for the affected officer and provides for reimbursement of the difference in pay between the county rate of \$25.28 per hour and state rate.

### Executive Session to Discuss a Personnel Matter

The Commissioners entered executive session to discuss a personnel matter.

They returned to open session and took no action.

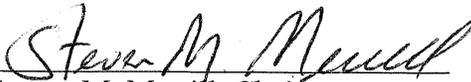
### Items for Discussion and Action – Considered as Time Permits Throughout Meeting

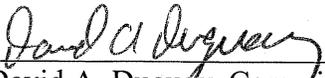
The Commissioners took action as noted in bold print below:

1. Update from Maine County Commissioners Association
  - o Annual MCCA Meeting will be held on January 13, 2016 at 10 am in Augusta**noted**
2. Update on Maintenance and Improvements to Building and Grounds  
**noted – see attached memo**
3. Results of Airport Scoping Meeting with FAA-MDOT  
**noted**
4. Discuss Airport Fuel System Operations  
**noted**
5. Discuss Airport Building Lease Alternatives  
**multi-tenant concept discussed**
6. Update Tentative Auction of Airport Building Contents  
**target auction date of mid-December**
7. Executive Agreement with MCCA Risk Pool re Airport Building Claim  
**agreement executed**
8. Review Agreements and Contracts for Services in Unorganized Territory  
**no action**
9. Administrator Task List  
**noted**
10. Other Items as Needed
  - o The Commissioners reaffirmed existing policy which requires departments to gain approval of purchase orders prior to financially obligating the county, as described in a July 15, 2014 draft letter to vendors and an earlier February 6, 1990 letter of same purpose. They also reviewed a November 17, 2015 draft policy and omitted one paragraph. They then directed the Administrator to cause this policy to be internally distributed to Department Heads and an updated letter to vendors to be mailed, with both actions to occur by end-of-week, Friday, November 20.

**Adjournment**

The Commissioners adjourned at 5:21 pm.

  
Steven M. Merrill, Chairman

  
David A. Duguay, Commissioner

  
Timothy G. Turner, Commissioner

  
Scott G. Cole, Administrator

*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.*