

**TOWN OF OXFORD
SELECTMEN'S MEETING MINUTES**

Minutes- October 7, 2021

Workshop – Town Office:

Fletcher Group currently has the building listed for 300,000

Discussion of Temporary office space while building:

- Recreation Building – Selectmen were not in favor.
- Leasing – in favor of temporary lease once it becomes necessary.

Discussion of the needs in the new office: (see attached packet)

- Adam Garland presented a packet with needs and a draft design drawing.
- The selectmen liked the proposed design and would like to see a room to accommodate 150 people in a meeting (1500 Sq Ft). The room should also have movable walls to decrease the size or split the room.
- Based on the agreed design Adam will work on an RFP for Engineering/Architecture to bring to the board for review.

1. **CALL TO ORDER @ 5:30pm- Chair Caldwell Jackson presided. Vice-Chair Sharon Jackson, Scott Hunter, Dana Dillingham, Floyd Thayer, Adam Garland, Elizabeth Olsen and members of the public were present.**
2. ACTION ON MINUTES
 - 2.1. *Action on minutes dated September 16, 2021.*
Motion to approve by Dana Dillingham, seconded by Floyd Thayer. Passed 5-0
3. ADJUSTMENTS TO AGENDA: None
4. PUBLIC COMMENTS – Please state your name and Town that you are from for the record
Lois Pike – does not feel the new town office needs a large meeting room since we pay taxes to support the school and can use the gym. She also is not in favor of using the Rec building for any purpose other than Recreation Department Business. She suggested the Kay House Barn for the Food Pantry.
5. BUSINESS ITEMS
 - 5.1. Remote Meeting Policy
Scott Hunter motioned to adopt, Seconded by Dana Dillingham.
Discussion:
Dana Dillingham is not in favor of it, stating a 5 person board only needs a quorum to conduct business.
Sharon Jackson felt it was not needed at this time, if needed in the future it could be adopted at that time.
Scott Hunter supported the policy to enable him to attend if at work or on vacation.
Sharon Jackson Motioned to table until next meeting with revisions to limit use within the policy.
 - 5.2. Cold Water Brook Road Extension Paving Discussion
Adam Garland discussed the project funding from the Highway Budget. The Board all agreed.

TOWN OF OXFORD SELECTMEN'S MEETING MINUTES

- 5.3. Accept the following donations to the Oxford Recreation Department to be used for Halloween Parade Expenses:

- Heather Langelier - \$50
- Alan and Patricia Larrivee - \$50
- John Crumpton Jr. - \$100

Motion to accept the donations by Sharon Jackson and seconded by Scott Hunter. Passed 5-0.

- 5.4. Accept \$200 donation by William and Martha Booth to the Oxford Fire Department Equipment Reserve

Motion to accept the donation by Floyd Thayer and seconded by Sharon Jackson. Passed 5-0.

- 5.5. Oxford Food Pantry Discussion

The food pantry will need to move when the building sells and is requesting space in the Recreation Building be considered as an option. The board was not in favor wanting the space to stay dedicated to the recreation department. All the selectmen very much support the pantry and discussed several other options including the Meeting House and the Barn at the Kay House. Members of the Food Pantry Committee came in after the discussion. They are very anxious to find a home for the Pantry and have some funding to put toward renovations. Adam Garland will continue to look for space for the pantry.

- 5.6. Rock House Teen Center – Toll Road Fundraiser Request, Pottle Road, October 23rd

Scott Hunter motioned to approve; Dana Dillingham seconded. Passed 5-0.

- 5.7. Appointment of Donna Marie Timm to the Planning Board

Sharon Jackson does not support non-residents serving on the boards.

Dana Dillingham supported it only if business could not be conducted due to lack of members.

Ms. Timm was not appointed.

6. DEPARTMENT HEAD REPORT

- 6.1. WWTF Department Update/Repair Approval – Zhenya Shevchenko

The Plant is having issues with one of the actuators in the plant. A new one needs to be ordered at the cost of \$8000 and a lead time of 14 weeks. Request to forgo the bid process due to the product being single source.

Dana Dillingham motioned to forgo the bid process for this item. Seconded by Sharon Jackson. Passed 5-0.

7. TOWN MANAGER'S REPORT

- 7.1. Town Project Updates

- Park Rd. Business Park is being mowed by Highway.
- \$22,000 estimate to establish a gravel road (Park Rd) to be funded out of TIF money in Economic Development.

Floyd Thayer motioned to build the gravel road with the suggested funding, seconded by Sharon Jackson, passed 5-0.

- First part of ARPA monies have arrived. Will discuss use of the monies in an upcoming meeting.
- County ARPA funding meeting attended. County looking for ideas for dispersing 3.7 million to municipal projects.
- Thompson Lake Dam E and W fish screens are in, the center gate fish screen is made and waiting for installation.

**TOWN OF OXFORD
SELECTMEN'S MEETING MINUTES**

- Welchville Dam deed research for easements to access grade control area is being worked on.

8. SELECTMEN ITEMS - None

9. SIGN WARRANTS – 34 – 42

Motion to sign the warrants by Scott Hunter, second by Dana Dillingham, passed 5-0.

10. EXECUTIVE SESSION (executive sessions were taken out of order: 10.2 heard first)

10.1. To enter in executive session, review a sewer loan application pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(F).

Motion to enter executive session at 7:24 PM by Dana Dillingham and seconded by Scott Hunter. Passed 5-0.

Out of Executive Session at 7:55 PM

10.2. To enter in executive session to discuss the Disposition of Property/Economic Development pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(C).

Motion at 6:40 to enter executive session with Tom Kennison by Scott Hunter, seconded by Dana Dillingham, passed 5-0

Out of Executive session at 7:23 PM

Motion to authorize the Town Manager to sign the “exclusive right to sell” document listing Park Road Lot 10 with Bearfoot Reality for \$39,900. Motion made by Dana Dillingham, 2nd Scott Hunter. Passed 5-0.

Motion made to accept Spud Incorporated’s offer of \$39,900 for Park Road Lot 10 and to authorize the Town Manager to sign the associated Purchase and Sale Agreement provided by Real Estate Agent Tom Kennison. Motion made by Dana Dillingham, 2nd Scott Hunter. Passed 5-0.

11. ADJOURNMENT

Motion to adjourn at 7:55 by Scott Hunter, second by Floyd Thayer. Passed 5-0