

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

**Minutes- October 21, 2021**

**Workshop – Town Office:**

Economic Development Workshop – Review/Discuss the Town's Economic Development approach as well as the future development of the Town Owned Business Development Park located on Park Street.

John Shultz, Healing Home Foods. Relocating his business to 17 Madison Ave. in Oxford. Shared plans and product samples. Would like to discuss CBDG grant or other financial opportunities with the Economic Development Committee.

Park Road lot 10 under contract. Highway is doing some gravel road upgrades. Adam Garland would like to dress up the entrance with signage, including naming of the park and possible grants/funding to upgrade the business at the entrance of the park. Tom Kennison thought the Economic Development committee may have funds to put toward the signs.

Tom Kennison is not in favor of putting the new town office at the business park stating the office would be better suited on part of the 40 acre lot with access from 26. The 40 acres has access from both 26 and Skeetfield Rd. Tom suggested a road could be built through the property and the town office could go on one lot and in the future highway could move onto the property as well.

Adam Garland suggested the selling of some of the 40 acre parcel could help fund the town office. The dewatering facility RFP is out. Once pricing is known, a decision can be made about moving forward with the project.

The board discussed the pricing on the current lots for sale in the business park. The price was held at the current listed pricing. The board also decided not to put in water/sewer or pave at the moment.

The ATV and Snowmobile clubs have asked to have the trail remain going through the property. It was suggested to give access for now down the road and across the lot slated for the dewatering facility.

1. **CALL TO ORDER @ 5:40pm- Chair Caldwell Jackson presided. Vice-Chair Sharon Jackson, Dana Dillingham, Floyd Thayer, Adam Garland, Elizabeth Olsen and members of the public were present. Scott Hunter was excused.**
2. ACTION ON MINUTES
  - 2.1. *Action on minutes dated October 07, 2021.*
3. ADJUSTMENTS TO AGENDA
4. PUBLIC COMMENTS – Please state your name and Town that you are from for the record  
Joyce Reiner thanked the Highway department for the repair done on the Kohut Road.
5. BUSINESS ITEMS
  - 5.1. Liquor License Renewal – Wan's Inc, DBA Ocean Pearl  
*Motion to approve by Dana Dillingham, seconded by Floyd Thayer. Past 4-0.*

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5.2. Honey Badger Bar & Grill Liquor License Renewal

*Motion to approve by Floyd Thayer, seconded by Sharon Jackson. Passed 4-0.*

5.3. Authorize Town Manager to sign updated Real Estate Documents related to the marketing of the Town owned Business Development Park located on Park Street

*Motion to authorize by Sharon Jackson, seconded by Floyd Thayer. Passed 4-0.*

5.4. Abatement – Stephen and Bernadette Twitchell - R10 Lot 41A – correction of ownership

*Motion to abate by Sharon Jackson, second by Floyd Thayer, passed 4-0.*

5.5. Supplemental – William and Terry Merrill - R10 Lot 41A – correction of ownership

*Motion to supplement by Sharon Jackson, second by Dana Dillingham, passed 4-0.*

5.6. Supplemental – Carol Herrick and Justin Brown - R09 Lot 14A – Tree Growth Penalty

*Motion to supplement by Sharon Jackson, second by Floyd Thayer, passed 4-0.*

5.7. Abatement – Wabasha Leasing LLC - PP 222 – Tax Exemption Correction

*Motion to abate by Sharon Jackson, seconded by Floyd Thayer, passed 4-0.*

5.8. Remote Meeting Policy – 2<sup>nd</sup> Reading

*Motion by Dana Dillingham to put it in a file to enact if or when needed.*

Discussion: The board agreed the 5-member board could conduct business if one or two members could not make the meeting. Executive sessions could cause a problem virtually.

*Seconded by Floyd Thayer, passed 4-0.*

5.9. Poverty Abatement Policy/Procedure – 1<sup>st</sup> Reading

Adam Garland reviewed the new policy – The board had no changes at this time.

6. DEPARTMENT HEAD REPORT

7. TOWN MANAGER'S REPORT

7.1. Review RFP for New Town Office Architectural/Engineering Services

Adam Garland reviewed the written RFP. Clarification was given from the board stating the location should be written as to be determined, stating they would like to look at the 40 acre site prior to snow fall. The board would like the bidders to provide 6 copies of the bids.

8. SELECTMEN ITEMS

9. SIGN WARRANTS – 43, 44, 45, 46, 47, 48

*Motion to approve the warrants by Sharon Jackson, second by Dana Dillingham, passed 4-0.*

10. EXECUTIVE SESSION

10.1. To enter into executive session to 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 6:08 PM by Sharon Jackson, second by Dana Dillingham. Passed 4-0.*

10.2. To enter into executive session to review Poverty Abatements M.R.S.A. Title 1, Chapter 13, Section 405(6)(F).

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*Out at 6:35 PM*

*Motion to approve the Sewer Loan application for Todd and Linda Clukey in the amount of \$9,512.75 and to authorize the Town Manager to sign associated loan documents by Dana Dillingham, second by Floyd Thayer, passed 4-0.*

*Motion to deny poverty abatement #1 by Dana Dillingham, second by Floyd Thayer, passed 4-0.*

*Motion to approve poverty abatement #2 by Floyd Thayer, second by Sharon Jackson, passed 4-0.*

**11. ADJOURNMENT**

*Motion to adjourn at 6:39 PM by Floyd Thayer, second by Dana Dillingham, passed 4-0.*