**Minutes – April 1, 2021**

Public Hearing was opened at 6:00 PM on the Mass Gathering for Oxford Plains Speedway’s 48th Annual Oxford 250 to be held August 27 -29, 2021 – 14,000 tickets available. There were no comments. The Public Hearing was closed at 6:00 PM.

**CALL TO ORDER at 6:00 PM –Chairman Scott Hunter presided. Samantha Hewey, Dana Dillingham, Sharon Jackson, Adam Garland, and Elizabeth Olsen were present along with members of the public using Microsoft Teams virtual meeting. Caldwell Jackson was present on TEAMS.**

1. **ACTION ON MINUTES**
   1. ***Action on Minutes dated March 18th, 2021.***

*Motion to accept as written by Samantha Hewey, seconded by Sharon Jackson. Passed 5-0.*

1. **PUBLIC COMMENTS – Please state your name and Town that you are from for the record**

None.

1. **BUSINESS ITEMS** 
   1. **To approve a Marijuana Business License Application for High Octane, LLC.**

*Motion to approve by Samantha Hewey and seconded by Sharon Jackson.*

Discussion:

Samantha Hewey asked if the applicant still needed to apply for a state license. Elizabeth Olsen stated yes, this was part of the application process.

Dana Dillingham asked for the application to be updated to include a printed name next to every signature.

Discussion on the ordinance combining language/fees for medical and adult-use retail facilities was read and clarified.

*The motion was passed 5-0.*

* 1. **To approve a Marijuana Business License Application for Smoke Signal, LLC.**

*Motion to approve by Samantha Hewey and seconded by Sharon Jackson. Passed 5-0.*

* 1. **To approve the Mass Gathering Permit for Oxford Plains Speedway’s Oxford 250.**

*Motion to approve by Sharon Jackson and seconded by Dana Dillingham. Passed 5-0.*

* 1. **To approve the Mass Gathering Permit for the Oxford Plains Speedway’s regular season schedule.**

*Motion to approve by Dana Dillingham and seconded by Samantha Hewey. Passed 5-0.*

* 1. **Discussion and decision on increase of Station House Community Center Rental Fees.**

*Motion to increase the fees to:*

*One Hour $30 Two Hours $40*

*Three Hours $50 Four Hours $60*

*Five Hours $70 Six Hours $80*

*Seven Hours $90 Eight Hours $100*

*Nine + Hours $150*

Discussion:

The Recreation Director requested an increase due to the increased cost of cleaning and supplies.

*Motion Passed 5-0.*

* 1. **To accept the Bid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide Field maintenance for the Athletic Field Complex for the Town of Oxford.**

Mains & Sons – $10,000

Northeast Property Management – $9,920 +

Adam Garland advised the board that Mains & Sons has been doing the maintenance for the past 2 years. The Recreation Director is satisfied with their work and recommends staying with the same company.

*Motion to accept the bid from Mains & Sons for $10,000 by Caldwell Jackson and seconded by Samantha Hewey. Passed 5-0.*

* 1. **To accept the Bid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide Legal Services for the Town of Oxford.**

Adam Garland advised the board of the 4 law firms that bid: Norman Hanson and DeTroy LLC, Jensen and Baird, Pretiflaherty, and Bernstein and Shure (current legal firm). Adam has worked with Jensen and Baird in the past and would recommend the firm at the $205 fixed fee.

Sharon Jackson has also worked with Jenson and Baird in the past and agreed.

*Samantha Hewey motioned to accept the bid from Jenson and Baird. Seconded by Sharon Jackson. Passed 5-0.*

* 1. **Discussion/action regarding the King Street Sidewalk Reconstruction – Continued**

Sharon Jackson had requested this item come back to the agenda before the budget process. Estimates had been provided by Pine Tree Engineering. Sharon asked for the price to be included in the Capital Plan Budget.

Samantha Hewey was concerned about winter maintenance of clearing the sidewalks.

Both Sharon and Scott were concerned about safety issues for the public walking in the streets due to the condition of the sidewalks.

*Dana motioned to add the sidewalk repairs to the capital plan budget. Seconded by Sharon Jackson. Passed 5-0.*

* 1. **Discussion regarding the Highway Department upcoming union negotiations, Town Representation**

Sharon Jackson has requested to sit in on the negotiations. Adam has discussed with the attorney and will not move forward until contacted by the Union. Caldwell suggested Dana also be on the negotiation team. Dana was not opposed. Samantha asked that legal only be used if necessary.

* 1. **Discussion/action regarding the future use of Cable TV Franchise Fees**

Sharon Jackson stated that $10,200 was currently within the Administrative budget for the PEG channel. Franchise fee revenues should cover these fees. She would like to see a reserve account set up to cover the PEG channel costs using these revenues.

Scott Hunter noted that Noble Road and Kohut Road were among the areas that needed service that the revenues were slated to be used toward.

Samantha Hewey asked about legislated funding for broadband expansion. Sharon Jackson suggested reaching out to Mia Purcell with Community Concepts.

*Samantha Hewey motioned to set up a reserve account for franchise fee revenues to cover the PEG channel expenses. Seconded by Dana Dillingham. Passed 5-0.*

* 1. **Discussion regarding future Town Office options/locations/moving forward**

Adam Garland provided a copy of an email from Jim Delamater who had sat on the facilities committee which provided the findings of the committee.

Samantha Hewey stated the Town Office is a priority due to current health risk concerns to the employees. Due to these concerns, the loss of casino revenues, and increased building costs, the lease option was brought to vote at Town Meeting instead of a building option. Samantha would like to see solutions presented at the June Town Meeting.

The facilities committee had researched prices and estimates of all options and had recommended to not lease and to add onto the Public Safety Building.

Caldwell Jackson suggested redoing the RFP to include: Adding onto the Public Safety Building, Design-build of a new stand-alone building, Leasing, and Rehabbing the current building.

*Samantha Hewey motioned for an RFP for four options: lease, rehab, design-build, add-on. The motion was seconded by Caldwell Jackson.*

Scott Hunter was not in favor of putting the 4 option RFP back out, stating the town had voted to not lease.

Adam Garland suggested an RFP for design only stating that the lack of solid funding for the entire project may be a discouragement for bidders.

*Caldwell Jackson rescinded his second to the motion.*

The selectmen continued to discuss and concluded to have a workshop on April 6th, 2021 at 5 PM.

* 1. **Discussion regarding Oxford becoming a “Second Amendment Sanctuary” Community**

Several communities had implemented, does the board have any interest?

All selectmen agreed not to discuss or motion at this time.

1. **DEPARTMENT HEAD REPORT**

Adam supplied the board with written reports from several department heads. He asked the board their preference on hearing from the department heads. The board agreed that they only need to be present if they are needed for an agenda item. Quarterly reports from one or two departments are nice to hear.

1. **TOWN MANAGER’S REPORT**

Adam is looking forward to working with everyone to make forward progress. Adam is delving into the budget and making some updates.

1. **SELECTMEN ITEMS**

Samantha Hewey witnessed the school safety officer 1st hand. Very appreciated and great work.

Dana Dillingham thanked the fire department for saving the home at the recent large structure fire. Caldwell Jackson thanked the fire department as well.

1. **SIGN WARRANTS – 116, 117, 118, 119, 120, 121**

*Samantha Hewey motioned to sign the warrants, seconded by Sharon Jackson. Passed 5-0.*

1. **EXECUTIVE SESSION**
   1. **To enter in executive session to discuss a personnel matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(A).**

*Motion to enter into executive session at 7:30 PM by Samantha Hewey and seconded by Dana Dillingham. Passed 5-0. Caldwell Jackson exited the meeting.*

*Motion to come out of executive session at 8:35 PM by Samantha Hewey and seconded by Dana Dillingham. Passed 4-0.*

1. **ADJOURNMENT**

*Motion to adjourn at 8:35 PM by Samantha Hewey and seconded by Dana Dillingham. Passed 4-0.*