**6:00 PM May 7th, 2020**

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

1. **ACTION ON MINUTES**
   1. ***Action on minutes dated April 16th, 2020.***

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

1. **ADJUSTMENTS TO AGENDA –**
2. **Discussion on reopening the Town Office.**
3. **Discussion and decision on the request from SACC to use the Oxford Recreation Building as a temporary emergency childcare location.**
4. **Authorization for the town manager to sign agreement with Medical Reimbursement Services.**
5. **Authorization for the town manager to contact the Maine Department of Environmental Protection in support of the town’s application for funds from the Clean Water State Revolving Funds.**
6. **PUBLIC COMMENTS – Please state your name and Town that you are from for the record**
7. **OLD BUSINESS** 
   1. **Discussion and decision on moving forward with the Hogan-Whitney Pond outlet channel study.**

Caldwell Jackson – not in favor of removing the dam.

Samantha Hewey – not in favor of spending the money if the dam is going to be replaced.

Sharon Jackson – In favor of replacing the dam.

Dana Dillingham – likes the idea of putting in the grade controls, noting the savings.

* 1. **To approve the Town Meeting Warrant articles for the 2020 Town Meeting.**

*Motion to approve the warrant as written by Sharon Jackson and seconded by Caldwell Jackson. Passed 5-0.*

1. **NEW BUSINESS**
   1. **To approve the application for an on-premise liquor license for Oxbow Brewing, Co.**

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

* 1. **Approve and sign the Assessor’s Return from the County of Oxford in the amount of $446,293.**

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

* 1. **To approve a request to write off taxes in the amount of 501.72 plus cost and interest for R10-001-074.**

Assessed mobiles no longer on the lot (proper paperwork never submitted).

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

The selectmen recommended reaching out to the mobile home haulers and the park to make sure that all permits are being obtained for moving and building.Samantha Hewey asked to have the trailer park ordinance updated.

* 1. **Discussion on altering the Town Meeting date.**

Several towns and AVCOG have sent letters to the Governor to request Town Meetings be listed as essential.

The selectmen were in favor of Butch drafting a letter to the Governor in support of making Town Meetings essential. They agreed to try and keep the scheduled date of July 11th, 2020 and if the governor did not amend the executive order, to move it to the earliest date possible.

* 1. **Discussion on reopening the Town Office.**

Butch presented a re-opening schedule for the Town Office. May 11th, 2020 one clerk’s window will open for new registrations. The window will be closed from 12 – 1 for lunch.

The public will be asked to wear face coverings and keep social distance. The code office will remain closed to the public. June 1st, 2020 the second window will open. The code office will be open by appointment.

The first selectmen’s meeting in June will be both at the town office and virtually for those who prefer not to attend in person.

* 1. **Discussion and decision on the request from SACC to use the Oxford Recreation Building as a temporary emergency childcare location.**

*Motion by Samantha Hewey to rent the Community Center to SACC for $250.00 per week. SACC will be responsible for supplying all paper and cleaning products and cleaning the building. Proof of Insurance required. Seconded by Caldwell Jackson. Passed 5-0.*

* 1. **Authorization for the town manager to sign agreement with Medical Reimbursement Services.**

*Motion to authorize by Caldwell Jackson and seconded by Sharon Jackson. Passed 5 – 0.*

* 1. **Authorization for the town manager to contact the Maine Department of Environmental Protection in support of the town’s application for funds from the Clean Water State Revolving Funds.**

*Motion to authorize by Dana Dillingham and seconded by Samantha Hewey.*

Discussion:

Samantha Hewey: Reach out to other towns to help recoup monies.

Caldwell Jackson: Suggested we may receive more grant funding if partnering with other towns.

Scott Hunter: Suggested we submit the application stating that we are willing to work with other towns.

Sharon Jackson: Suggested making no commitment to other towns until we make sure the facility will fill our total needs.

Motion passed 5 – 0.

1. **DEPARTMENT HEAD REPORT**
2. **TOWN MANAGER’S REPORT**

* State has been reviewing lowering several areas of municipal funding including homestead reimbursement and revenue sharing.
* The town has been tracking COVID expenses for possible reimbursement.
* Department Heads have been advised of a spending freeze.
* Woodard and Curran will have the grant application ready to submit prior to the deadline of June 1st, 2020.
* 5 new streetlights have been installed. One flood light at the Community Center remains unfinished.
* Down to only 3 members on the planning board. Please consider being a board member.
* June or July there will be a Facilities Committee meeting scheduled to discuss space that has opened in the shopping center.

1. **SELECTMEN ITEMS –**

Caldwell Jackson asked when the food pantry may reopen. Butch stated that he and Karen Miller had been discussing options.

1. **SIGN WARRANTS – 137, 138, 139, 140, 141, 142, 143, 144, 145**

*Motion to approve the warrants by Caldwell Jackson and seconded by Samantha Hewey. Passed 5-0.*

1. **ADJOURNMENT**

*Motion at 8:10 by Caldwell Jackson and seconded by Dana Dillingham. Passed 5-0.*