**Minutes – November 5, 2020**

**CALL TO ORDER at 6:00PM –Chairman Scott Hunter presided. Samantha Hewey, Dana Dillingham, Sharon Jackson, Caldwell 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 October 15, 2020.***

*Motion to accept the minutes by Samantha Hewey and seconded by Dana Dillingham. Passed 5-0.*

1. **ADJUSTMENTS TO AGENDA –**

**Discussion to amend health insurance buyout in the town’s Personnel Policy.**

**To accept a grant in the amount of $23,389 from the Maine Outdoor Heritage Fund for the “Thompson Lake Dam Fish Screen Replacement Project”.**

**Authorization for the Town Manager to sign commitment letter from Maine Municipal Bond Bank dated October 21, 2020.**

**Authorization for the town manager to sign Memorandum of Understanding between Town and the Oxford County Emergency Management Agency for the purpose of reimbursement of funds that have been allocated to the police department.**

**Authorization for the town manager to sign Memorandum of Understanding between the Town and S.A.D. #17 Board of Directors for the police department to provide a School Resource Officer to the Oxford Elementary School.**

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

Lois Pike – Thanked Highway for completing the sign project on Robinson Hill Road. Reported a tree down on the Whittemore Rd.

1. **OLD BUSINESS**
	1. **Update from Jeff Stern on Hogan/Whitney Pond Erosion**

Nearing the end of the 2-year erosion control project to keep phosphorous, which creates algae growth, from entering ponds. Joint project was a success.

1. **NEW BUSINESS**
	1. **Discussion and decision authorizing additional work to be performed on the Thompson Lake Dam.**

Myron Petrosky, Engineer – Recommending additional funding to tremie concrete below grade to stop erosion and leakage at the bottom of the dam which was discovered during the current project. He is recommending the project be done using divers at the cost of $19,500.

*Motion by Caldwell Jackson to approve the additional funding of $19,500. Seconded by Sharon Jackson. Passed 5-0.*

* 1. **To approve the renewal application from Ocean Pearl for a Liquor License.**

Waiver of the public hearing requested having held a license for more than five years with no complaints.

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

* 1. **To approve the Bylaws for the Oxford Historical Preservation Committee.**

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

* 1. **To accept the donation of two fir trees from the Heidrich Family.**

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

* 1. **Discussion and decision on replacement or rehabilitation of the town office.**

Butch asked for a recommendation from the board on moving forward. Suggested an RFP for all phases of the new construction, research of the current town office building for qualification for historical tax credit and marketing the sale of the current building.

An additional land donation of 40 acres on Route 26 is expected and may be considered for a building site.

Caldwell Jackson suggested a referendum vote to let the taxpayers decide to build new, rehab the current office, or lease a space. Dana Dillingham agreed. Sharon Jackson was not in favor, stating a referendum vote would need current pricing for each. Samantha Hewey recapped the workshop and proposed going forward with the committee recommendation for a new building and putting out an RFP for the design and build.

*Sharon Jackson motioned for an RFP for the cost to design and build a new town office. Seconded by Samantha Hewey. Passed 4 -1 (Caldwell Jackson)*

*Dana Dillingham motioned for an RFP for the cost of rehabbing the current town office. Seconded by Samantha Hewey. Passed 5-0.*

*Sharon Jackson motioned for an RFP for lease space for the town office. Seconded by Samantha Hewey. Passed 5-0.*

* 1. **Cemetery Ordinance review.**

Wording in 1.9 corrected to include the sentence: The Town has the right to remove trees or shrubs planted on a gravesite which become dangerous, or detrimental to the adjacent grounds because of encroachment of roots or branches.

Second reading needed with no mark up.

* 1. **To approve an abatement in the amount of $411.00 for account 1234 and a supplemental tax in the amount of $390.00 for account 1235.**

Incorrect Mobile home was noted as moved.

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

* 1. **To approve an abatement in the amount of $1,645.50 for account 1367.**

The home was demolished prior to April 1st.

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

* 1. **To approve an abatement in the amount of $375.00 for account 748.**

The homestead exemption was removed in error.

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

* 1. **To approve the sale of the Tax Acquired property R10-001-033 for $600.00 to Regency of Maine and to write off the remaining principal balance of 427.62 plus cost and interest.**

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

* 1. **Review and discussion on Whitney Pond/Hogan Pond survey results.**

40% response. Top response was in favor of grade control. Second was to replace the Welchville Dam. 2-1 in favor of alternative analysis studies, groundwater impact evaluation, bridge scour analysis, and hydrologic and hydraulic analysis (reports to be submitted to FEMA).

*Samantha Hewey made a motion to have the studies done that are needed for grade control using the same company that did the original study. Dana Dillingham seconded. Passed 5-0.*

* 1. **Discussion to amend health insurance buyout in the town’s Personnel Policy.**

A request from a police employee was received to increase the health insurance buyout from 81.91 to 175.00. Butch suggested using a percentage instead of a fixed rate.

The selectmen were in favor of reviewing.

*Motion to table until November 19th, 2020 by Samantha Hewey and seconded by Caldwell Jackson. Passed 5-0.*

* 1. **To accept a grant in the amount of $23,389 from the Maine Outdoor Heritage Fund for the “Thompson Lake Dam Fish Screen Replacement Project”.**

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

* 1. **Authorization for the Town Manager to sign commitment letter from Maine Municipal Bond Bank dated October 21, 2020.**

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

* 1. **Authorization for the town manager to sign Memorandum of Understanding between Town and the Oxford County Emergency Management Agency for the purpose of reimbursement of funds that have been allocated to the police department.**

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

* 1. **Authorization for the town manager to sign Memorandum of Understanding between the Town and S.A.D. #17 Board of Directors for the police department to provide a School Resource Officer to the Oxford Elementary School.**

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

1. **DEPARTMENT HEAD REPORT**

Paul Hewey thanked Patty Hesse for her work on the COVID Grant. He has been able to purchase new equipment that will be very beneficial.

1. **TOWN MANAGER’S REPORT**
* Sidewalk project on Pleasant Street almost complete.
* Town office will be closed for Veteran’s Day November 11th.
* New LED sign at the Station House Community Center has been installed.
* Rob Prue is developing a plan for the sidewalks on King Street.
1. **SELECTMEN ITEMS**

Dana Dillingham thanked Town Clerk Elizabeth Olsen, stating how well the elections were managed.

Samantha Hewey questioned the curbs on Allen Hill Rd and how they may impact plowing.

Caldwell Jackson asked how the new excavator and grader were working out.

The grader is going in for the wing this week. The Highway crew will be starting tree trimming with the excavator this week.

He also asked about the mowing. Butch stated the contract had been broken.

1. **SIGN WARRANTS – 49, 50, 51, 52, 53, 54, 55, 56, 57**

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

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) Town Manager resumes -review.**

*Motion to enter executive session by Samantha Hewey at 7:57 PM and seconded by Caldwell Jackson. Passed 5-0.*

*Motion to come out of executive session by Samantha Hewey at 8:22 PM and seconded by Caldwell Jackson. Passed 5-0.*

*No action was taken.*

1. **ADJOURNMENT**

*Motion to adjourn by Caldwell Jackson at 8:22 PM and seconded by Samantha Hewey. Passed 5-0.*