

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

Minutes- January 6, 2022

1. CALL TO ORDER @ 6:00 PM- Chair Caldwell Jackson presided. Vice-Chair Sharon Jackson, Dana Dillingham, Floyd Thayer, Scott Hunter, Adam Garland, Elizabeth Olsen, and members of the public were present.

2. ACTION ON MINUTES

2.1. Action on minutes dated December 16, 2021.

Motion to accept by Scott Hunter, seconded by Sharon Jackson, passed 5-0.

3. ADJUSTMENTS TO AGENDA

4. PUBLIC COMMENTS – Please state your name and Town that you are from for the record
Tim Adams – Oxbow Beer Garden – Purchasing the Welchville Junction Building and asking to rezone the area now zoned as Village to Mixed Use. Adam will move this to the CEO and planning board to review and put forth at the June town meeting.

Peter Laverdiere – Oxford – Asked about a Dam Advisory Committee for the Thompson Lake Dam. The Poland Board of Selectmen had reached out to know if they would be allowed input as to where the money, if donated through the budget process, would be spent. Floyd Thayer asked why the committee had been disbanded. Caldwell Jackson stated the other surrounding towns were looking for joint ownership and Poland had not contributed funds for years.

Scott Hunter reminded the board of the commitment to have joint board meetings with the surrounding towns in the future.

5. BUSINESS ITEMS

5.1. Appointment of Dana Dean to the Recreation Committee

Motion to appoint by Scott Hunter, second by Dana Dillingham, passed 5-0.

5.2. Remote Meeting Policy – Revisited

Discussion:

Scott Hunter: in favor of the policy – we should be broadcasting live on more platforms than just Spectrum. He would also like to participate in times he cannot attend in person. With the pandemic continuing to increase it may be needed in the immediate future.

Sharon Jackson: would be in favor if the policy excluded executive session.

Dana Dillingham agreed with Sharon.

Adam Garland will bring it back at the next meeting with that language.

5.3. Approve Marijuana Business License Renewal – Bog Brook Botanicals

Discussion:

On review of the application Dana Dillingham questioned the applicant's status of a

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renewal applicant. It appears the business has changed names and added owners. He also questioned the written in box of the Medical Marijuana Cultivation. Adam Garland explained that it appeared the application may not be consistent with the ordinance. Dana stated, if the application was a renewal, they should provide a copy of their current license.

Sharon Jackson stated that the CEO and Applicant should be in attendance at when the applications are considered.

5.4. Disposition of 2006 Ford F150 (Highway Department)

Adam Garland recommends the surplus 2006 Ford, no longer in use, go out to bid. The bids will be due by 01/28/2022.

Motion by Floyd Thayer to put it out to bid, Sharon Jackson seconded. Passed 5-0.

5.5. Highway Department Overhead Door Replacement Funding

Safety Works, upon inspection, found the Highway Garage doors to be out of compliance. They need to be upgraded to include safety sensors. Jim Bennett reached out to several companies for replacement pricing. Overhead Door of Portland can replace the doors for \$12,993 (lowest cost found).

Motion by Floyd Thayer to purchase the replacement doors from Overhead Door of Portland from the Fund Balance Policy Account. Second by Scott Hunter. Passed 5-0.

5.6. Sewer Connection Incentive Program Application Review

The town attorney and finance worked to update the application packet which includes a check list and credit check.

Floyd Thayer motioned to use the new application and process, second by Sharon Jackson. Passed 5-0.

5.7. Town Office architectural/design RFP award

Motion to accept the Bid from Harriman by Scott Hunter, second by Sharon Jackson, passed 4-1 (Dana Dillingham)

5.8. Temporary Town Office Location Discussion

Adam Garland presented several options including taking the current town office off of the market, temp space in the Recreation Building, and a portable office building on the slab where the old "Cop Shop" now resides.

The board discussed the size and cost of the portable building and asked Adam to bring costs for the delivery, setup, moving, and all other costs if the building is still available. They would like Adam to see if he can put the building on hold pending board approval.

6. DEPARTMENT HEAD REPORT

6.1. Fire Chief Paul Hewey – Medical Reimbursement Fees (Rescue Billing)

Chief Hewey presented an updated fee schedule that includes an additional 150.00 fee for care on scene. The last rate adjustment was in 2016.

Sharon Jackson motioned to approve the new rates, second by Scott Hunter, passed 5-0.

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Chief Hewey reported the ambulance has been busy and traveling further distances for mutual aid. Due to staff shortages, there has been an increase in overtime expenditures. He is looking into earn-to-learn programs to increase staff and grants for help with payroll.

Apparatus is ok but getting older and will be seen on the capital plan during the budget season. Several grants have been received for new equipment.

EMS protocol has come into place by providing training for increased care by basics.

Sharon Jackson asked to review the pay scale for Fire/Rescue.

7. TOWN MANAGER'S REPORT

7.1. FY2022-2023 Budget Process Review and Kick-Off

Department Heads are working on their budgets, a 5-year capital plan, and a 5-year goal worksheet to complete. A town meeting survey is going out. March 3rd the board will start reviewing the draft budget.

8. SELECTMEN ITEMS

None

9. SIGN WARRANTS – 73, 74, 75, 76, 77, 78, 79, and 80

Motion to sign the warrants by Scott Hunter and seconded by Floyd Thayer. Passed 5-0.

10. EXECUTIVE SESSION

11. ADJOURNMENT

Motion to adjourn at 6:52 by Scott Hunter, second by Dana Dillingham, passed 5-0.