**Minutes – May 06, 2021**

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

1. **ACTION ON MINUTES**
	1. ***Action on minutes dated April 15, 2021.***

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

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

Tom Kennison, Oxford: John Schiavi has offered to donate to the Town of Oxford 42 acres (U41 lots 4 & 5). He had discussed this with the previous town manager and was hoping the land acceptance would be on the warrant for the town meeting. The land has no known hazards, if the board wishes, the deed can reflect that the current owner would be responsible if any were found. No restrictions will be put on the deed for future use.

Tom also asked who is responsible for the Thompson Lake Dam gates. Jim Bennett, Highway Foreman stated that it was his department's responsibility and they followed written guidelines.

Floyd Thayer, Oxford: Is there going to be a Candidates Night? The Town Clerk suggested he schedule it through the recreation department. Election Officials/Ballot Clerks can not take part due to conflict of interest.

1. **BUSINESS ITEMS**
	1. Review/Award Town Office Bids/Leasing Proposal

Adam Garland read the List of Bidders and Bid Totals. After reviewing he found that some had included site work and paving and some had not.

The lease proposal came back with a drop to a 3 year contract. Adam noted that we could lease for 29 years at the cost of one of the new build bids.

The BOS asked for a workshop on May 20th, 2021 at 5 PM to review.

* 1. Review/Approve FY2021-2022 Town Budget

Total Budget of $5,261,210, a decrease of 420,372 (7.5%). Capital Improvements have been removed and will be funded with fund balance and the TIF will cover a portion of the long-term debt.

*Sharon Jackson motioned to approve the entire $5,261,210 budget, seconded by Caldwell Jackson, passed 5-0.*

Sharon thanked Adam for the detail provided to the BOS. Caldwell thanked the Budget Committee.

* 1. Review/Approve Town Meeting Warrant

*Caldwell Jackson motioned to have a warrant article to accept the 42 acres of land from John Schiavi, seconded by Dana Dillingham, passed 5-0.*

No other motions were made to accept the warrant. The warrant will be brought back to the BOS on May 20th, 2021.

* 1. Fund Balance Policy Review/Reconciliation

Adam explained the Fund Balance percentages to be transferred to adhere to the policy. The Selectmen have authority to spend from the account and will be presented at the next meeting with the requests for Capital Projects.

Thank you to Sharon Jackson and Sharon Chammings for the work put into this.

*Motion by Caldwell Jackson to move the following funds:*

*1. Town Buildings Reserve:*

*To transfer $10,563 to cover overage of Meeting House Roof in FY202 l*

*2. Highway Equipment Reserve:*

*$200,507 to cover overage due to purchasing mini-excavator and trailer in FY2021*

*3. Cable Franchise Fees:*

*To transfer $33,000.00 to the new FY2020 6/4/20 BOS vote to add a new Reserve account for expanding fiber in underserved areas. NOTE: This account is being created as per the BOS vote on 04/01/2021 but is not currently reflected in the attached list of reserve accounts.*

*4. Thompson Lake Dam*

*To transfer $19,500 of additional funds for the Dam that BOS approved on 11/5/2020.*

*5. Transfer Station Equipment*

*To transfer $7,832 to cover the purchase of the new dumpster discussed on 12/3/2020*

*Seconded by Sharon Jackson. Passed 5-0.*

* 1. Request Funds from Fund Balance Reserve for Meeting House Mold Treatment

*Motion to transfer $7,485.60 from the Fund Balance Policy Account to the Town Buildings Account by Caldwell Jackson and seconded by Sharon Jackson. Passed 5-0.*

* 1. Inter-Local agreement with Town of Hebron – Emergency Town Office Services

*Sharon Jackson motioned to approve a one year agreement in the case of emergency declared by the Town Manager/Clerk/Chair of the Board to be signed by the Town Manager. Seconded by Samantha Hewey. Passed 5-0.*

* 1. Appoint Patty Hesse to the Historic Preservation Committee

*Motion to appoint Patty Hesse to the Historic Preservation Committee by Dana Dillingham and seconded by Sharon Jackson. Passed 5-0.*

* 1. Reappointment of Henry Jackson to the Budget Committee

*Motion to appoint Henry Jackson to the Budget Committee by Caldwell Jackson and seconded by Sharon Jackson. Passed 5-0.*

* 1. Accept $100 donation to the Oxford Recreation Department

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

* 1. Electric Vehicle Leasing Opportunity

Rowe Hyundai and Efficiency Maine offering a Kona Electric Vehicle for lease. Rebates will cover all payments except a $400 turn in fee at the end of three years. One charging station must be built.

The BOS were concerned with the free use of a charging station and would like to see if it can be restricted use.

Adam will research and come back on May 20th, 2021 with prices and answers.

1. **DEPARTMENT HEAD REPORT**
	1. Department Head Report

Jim Bennett – foreman – reported on the April projects. Sweeping was completed, major cemeteries cleaned, mowing started, brush cutting done, plow gear off of the trucks.

May will be ditching and roadwork along with projects for other departments.

* 1. Review upcoming road plans/projects – Highway Foreman Jim Bennett

RFP is out for surface paving of Fore Street and Station Road.

Number Six Road, Whittemore Road, and E. Oxford Road will be prepared for the next 4-year road paving project.

* 1. King Street Sidewalk Repair

*Motion by Sharon Jackson to move forward with the RFP for the sidewalk repair from 247 King Street to Pismo Beach Road. Seconded by Caldwell Jackson. Passed 5-0.*

The BOS requested a price on sidewalk maintenance equipment.

1. **TOWN MANAGER’S REPORT**
	1. Welchville Dam Update

A Town Vote was found to regulate the water levels at the Welchville Dam dated 2005 which is now being followed.

* 1. Review letters regarding tire cleanup

Nuisance properties are taking advantage of the offer to drop off tires for free.

Adam advised the BOS he will be making budget videos and would like to do a pre -town meeting question and answer session at the next board meeting. The BOS approved both.

1. **SELECTMEN ITEMS**

Caldwell Jackson verified that the Department Heads would attend the town meeting.

1. **SIGN WARRANTS –** 129, 130, 131, 132, 133, 134, 135, 136, 137

*Motion to sign the warrants by Caldwell Jackson and seconded by Sharon Jackson. Passed 4-0.*

1. **ADJOURNMENT**

*Motion to adjourn by Caldwell Jackson at 7:45 PM and seconded by Sharon Jackson. Passed 4.0.*