

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

**March 2, 2023@ 6:00 PM**

**SELECTMEN'S MEETING AGENDA**

1. CALL TO ORDER and FLAG SALUTE – Chairman Sharon Jackson will preside. Vice-chair Dana Dillingham, Floyd Thayer, Scott Hunter, Caldwell Jackson, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Ricky Jack Chief of Police, Kingston Brown, CEO, and Paul Hewey, Fire Chief.
2. ACTION ON MINUTES
  - 2.1. Action on minutes dated February 16, 2023  
*Dana Dillingham's motioned to approve action on minutes dated February 16, 2023, Caldwell Jackson seconded. Passed unanimously.*
3. ADJUSTMENTS TO THE AGENDA
  - 3.1. 16 Memory Lane, Sean Wyman, Holding Tank Application Review/Approval  
Kingston Brown presented to the Board of Selectmen a permit that needed the approval of the Board of Selectmen on an individual private site. The owner of 16 Memory Lane applied for a permit for a holding tank on a shoreland property, which is under the subsurface rules. His Recreation Vehicle is permanently on the property with power and the owner is residing in for more than six months in this location, which requires a conventional holding tank installation and maintenance. He now pays excise tax on the RV, but once approved and a holding tank installed, the property will assess as a real estate property.  
*Floyd Thayer motioned to approve the application to install a holding tank on 16 Memory Lane. Dana Dillingham seconded. Pass unanimously.*
4. PUBLIC COMMENTS – Please state your name and the Town that you are from for the record.  
*No public comments*
5. BUSINESS ITEM
  - 5.1. Audit Discussion / Fund Balance Policy Reserve Account  
Town Manager, Adam Garland held a discussion with the Board of Selectmen regarding the Audit and Fund Balance Reserve Account. With a previous confirmation to the Town Manager, Ron Smith, the auditor, mentioned that the fund balance calculation is 'good' to move forward in the amount of \$2,339,760.00. Based on the policy that states the undesignated fund balance should maintain "no less than & 7% and no more than 12% of the previous fiscal year operating expenditures less debt service". The Board of Selectmen is asked to authorize the Town Manager to complete the recommended transfer to the 97-01 fund balance account in the amount of \$2,540,774.00.  
*Floyd Thayer motioned to transfer to the 97-01 fund balance account the \$2,540,774.00. Scott Hunter seconded. Pass unanimously.*
  - 5.2. FY2023-2024 Capital Improvement Plan – Continued  
As a continued discussion from the 1/19/2023 Board of Selectmen meeting. To move this process forward, the Town Manager is asking the Board of Selectmen to consider a Capital Improvement Plan proposal for noted reserve accounts that are stated on the spreadsheet given to them. This will leave a 97-01 account balance of \$1,251,084. Placing these funds in the

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noted reserves only “secures” the funding, it does not “approve” any spending.

Scott Hunter questioned how long the Shim and overlay will last on the Whittemore and Number Six Rd. After a discussion, the Board of Select agreed that putting shim and overlay on these roads will not last 6 to 7 years and feels that the \$404,000.00 set aside is not worth the investment. The Board of Selectmen asked the Town Manager, Adam Garland to attain an updated cost on reconstruction for all of Whittemore Road and a partial reconstruction on the Number Six Road with the remainder being a shim and overlay. If a decision is made to go with the full reconstruction, it may affect how much is given to the other Capital Projects Reserves accounts.

*Caldwell Jackson motioned to transfer the amount of 1,289,690.00 to the Capital Reserve Account. Floyd Thayer seconded. Pass unanimously.*

**6. BOARD OF SELECTMEN AND BUDGET COMMITTEE JOINT BUDGET SESSION**

**6.1. FY2023-2024 Budget Review**

Budget Committee Members: Alexander Sandy Luke, Brianne Bailey, Elizabeth Calhoun, Henry Jackson (not present), Jonathan Tibbetts, and Joseph Wax.

Town Manager, Adam Garland presented an overview of the Town’s FY2023-2024 budget to both the Board of Selectmen and the Budget Committee. A printed copy of the full budget book has been provided along with the reference to the budget meeting calendar. Capital expenses will be updated based on the results of agenda items 5.1 and 5.2.

**7. DEPARTMENT HEAD REPORT**

No Department Head presented at this meeting.

**8. TOWN MANAGER’S REPORT**

**8.1. Town Manager Updates**

Adam Garland, Town Manager announced that the 85 Pleasant Street sale was closed on Friday, February 24<sup>th</sup>. Engineer Rob Prue of Pinetree Engineering is working on the RFPs for Whittemore Road and Number Six Road. Rob Prue is also preparing an estimate to pave the Recreation Center parking lot. Given the recent lot sales on Park Road, The Town Manager has also asked Rob Prue to prepare an estimate to pave Park Road and install power for the length of the road. Adam Garland, Town Manager also mentioned that the recreations ball field mowing RFP and Pottle Field bathroom completion RFP are both being completed. Adam Garland, Town Manager also wanted to mention that there are Appeal Board openings.

**9. SELECTMEN ITEM**

None

**10. SIGN WARRANTS – 68, 69, 70, 71, 72**

*Caldwell Jackson motion to accept sign warrants 68,69,70,71, and 72. Dana Dillingham seconded. Pass unanimously.*

**11. ADJOURNMENT**

*Scott Hunter motioned to adjourn the meeting at 6:35 PM. Dana Dillingham seconded. Pass unanimously.*