

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

March 7th, 2024, @ 6:00 PM

MEETING LOCATION: **Oxford Fire Department**
 701 Main Street
 Conference Room located at the front of the building

PUBLIC HEARINGS

PUBLIC HEARING #1- Marijuana Facility License Renewal for Oxford Provisions, LLC DBA Alternative Essence
-Dana Dillingham, Chair opened Public Hearing #1 at 6:00 PM. No Public Comments. Dana Dillingham, Chair closed Public Hearing #1 at 6:02 PM

PUBLIC HEARING #2- Oxford Plains Speedway Mass Gathering Application for the annual Oxford 250 Weekend with expected attendees of 5,000 – 14,999
*-Dana Dillingham, Chair opened Public Hearing #2 at 6:02 PM. No Public Comments.
-Adam Garland commented that he did meet with the Police Chief, Ricky Jack, and the Representative of the track to go over some concerns about the number of attendees at the track on Thursday night and have worked out a good solution for that issue and to keep things smooth for this coming year.
Dana Dillingham, Chair closed Public Hearing at 6:03 PM*

SELECTMEN'S MEETING AGENDA starting at 6:00 PM

1. CALL TO ORDER and FLAG SALUTE – Chairman Dana Dillingham will preside. Vice Chair, Scott Hunter, Floyd Thayer, Sharon Jackson, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Rickie Jack, Police Chief, Shawn Caldwell, Acting Fire Chief. Ed Knightly, Transfer Manager.

1. ACTION ON MINUTES
 - 1.1. Action on minutes dated (February 15, 2024)
Floyd Thayer motioned to approve minutes dated February 15, 2024. Sharon Jackson seconded. Passed Unanimously.

2. ADJUSTMENTS TO THE AGENDA
-Adam Garland stated that he has extended an offer for the Fire Chief to Ashley Wax-Armstrong, who accepted the position. Ashley was introduced and presented a statement to the public and the Board of Selectmen. All welcomed her to the Town. Her start date will be March 11, 2024.

3. PUBLIC COMMENTS-*Please state your name and the Town that you are from for the record
No Public Comments.*

4. BUSINESS ITEMS
 - 4.1. Review/Approve Marijuana Facility License Renewal for Oxford Provisions, LLC DBA Alternative Essence
Scott Hunter motioned to approve the Oxford Provisions, LLC DBA Alternative Essence. Sharon Jackson seconded. Pass Unanimously

 - 4.2. Review/Approve Oxford Plains Speedway Mass Gathering Application for the annual Oxford 250 Weekend with expected attendees of 5,000 – 14,999
Sharon Jackson motioned to approve the Oxford Plains Speedway Mass Gathering Application for the annual Oxford 250 Weekend. Floyd Thayer seconded. Pass Unanimously.

4.3. Review/Approve Oxford Plains Speedway Mass Gathering Application for scheduled events with expected attendees of 1,000 – 4,900
Sharon Jackson motioned to approve the Oxford Plains Speedway Mass Gathering application for the scheduled events. Floyd Thayer seconded. Pass Unanimously.

4.4. Review/Approve Oxford Plains Speedway Mass Gathering Application for 603 Diesel event with expected attendees of 1,000 – 4,900
Sharon Jackson motioned to approve the Oxford Plains Speedway Mass Gathering Application for the 603 Diesel event. Floyd Thayer is second. Passed Unanimously.

4.5. Horses Across Maine – Peter Seames

-Adam Garland stated that Peter Seames is present to speak to the Board of Selectmen on behalf of the non-profit organization, ‘Horses Across Maine’ and defined that Mr. Seames would like to speak to the Board of Selectmen regarding the possibility of allowing ‘Horses Across Maine’ have access to ‘Schiavi Drive’. Mr. Seames will speak more about his intent regarding the land and its use.

-Peter Seames presented safety reasons, revenue to the Veterans, and other fund-raising activities that would help others in need if the Town of Oxford would donate the land to ‘Horses Across Maine’. If this land is owned by ‘Horses Across Maine’, it then would be allowed to apply for grants.

-After discussion with the Board of Selectmen it was determined that any Town Property must be presented before the town’s people. Dana Dillingham, Chair asked the Town Manager, Adam Garland, to gather more detailed information with the Town’s Attorney regarding a sale of any town property and its contingencies.

4.6. Solid Waste Ordinance Discussion – Continued

-Adam Garland, Town Manager recapped information on the idea of allowing residents to ‘pick or take’ items from the transfer station. The Town Manager also mentioned that he had reached out to the town's Attorney regarding whether the ordinance needs to be changed. The Town’s Attorney stated that he believes that the Board of Selectmen may be able to write a policy and not change the ordinance as written. The Town Attorney is looking into this matter further and get back to the Town Manager. Transfer Station Manager, Ed Knightly, is present to discuss the written plan outlining his thoughts on a swap shop.

-Ed Knightly presented his plan for the Oxford Transfer Station Swap Shop and discussed the process of a grant that he would help with the cost of the shop.

Floyd Thayer motioned to proceed with the ‘shop swap’ as outlined given. Sharon Jackson seconded. Pass unanimously.

4.7. Accept a donation from the Western Foothills Land Trust of \$285 to the Fire Department Equipment Reserve
Floyd Thayer motioned to accept the donation from Western Foothills Land Trust for \$285.00 to the Fire Department Equipment Reserve. Sharon Jackson seconded. Pass unanimously.

5. DEPARTMENT HEAD REPORT

5.1. Fire Department Vehicle Fleet Discussion

Town Manager Adam Garland recapped the walkthrough that was held at the Fire Station and a proposal outlining some of Acting Chief, Shawn Cordwell's recommendations for changes to the departments fleet.

-Acting Chief Shawn Cordwell believes downsizing the fleet by removing one ambulance (rescue 3) and one engine (engine 4) and replacing these vehicles with one “mini pumper” would better serve the department and community.

-Dana Dillingham, Chair requested that the acting Fire Chief and/or the new Fire Chief, Ashley Wax-Armstrong collect more data on when, why, and how these vehicles are being used. Dana Dillingham also would like this data to be presented at the scheduled budget meeting review on March 28, 2024.

5.2. Police Department K9 Program Discussion – Continued

Adam Garland, Town Manager opened the discussion regarding the follow-up on the Board of Selectmen's request to retrieve further information from the Chief, Ricki Jack.

-Ricki Jack, presented informing the Board of Selectmen his findings on the sharing of K-9 in the surrounding towns. The chief stated that the surrounding towns are willing to sit down and work something out. He also, stated that the Union was flexible with options and estimated a \$1.00 stipend an hour for an officer. This would be a rough increase of \$2,184.00. The Police Chief presented a Model Budget for launching a K-9 unit to the Board of Selectmen, and after the initial grant has been paid and training completed, a rough estimate will be a cost of 10,000 a year. The next step would be picking an officer to determine a good fit. The grant does not kick off until the Town has possession of the dog, and the dog will enter training next March of 2025. There are also prospective donations from businesses and the Casino.

-Adam Garland, the Town Manager expressed the importance of updating the collective bargaining agreement regarding this matter prior to moving forward.

BOARD OF SELECTMEN AND BUDGET COMMITTEE JOINT BUDGET SESSION – Attendees of the Budget Committee: Henry Jackson, Brianne Bailey, John Tibbetts.

-Henry Jackson would like it to be on the record that the Budget Committee has only three (3) members present at this meeting, the committee does not have a full quorum and therefore cannot take any action.

5.3. FY2024-2025 Budget Review

The Town Manager presented the Budget Books to the Board of Selectmen and the Budget Committee members, presented and reviewed the FY2024-2025 proposed budget by highlighting each department's increases and decreases and brief reasons on why the change, and reviewed the FY2024-2025 Budget Calendar. It was brought to the Town Manager's attention by Henry Jackson that the Freeland Holmes library was to be treated as a 3rd Party request and it was not listed in the Calendar Budget as such. The Town Manager acknowledges the error and will correct it. He confirmed with a Board Member of the Library, Brianne Baily, that the Town will need financials before the March 28th date, the review of the 3rd Party Requests. March 14th @ 5:00 PM will be the next Budget Meeting.

6. TOWN MANAGER'S REPORT

6.1. Town Office Conference Room Renovation Update *(presented before the Budget Committee session)*

The Town Manager, Adam Garland mentioned that the renovation of the Town Office Conference room will be underway shortly. The Contractor, H.E. Callahan Construction will begin work on Monday, March 11th and will be completed on April 15th. During the time of construction, the end of the building will be sealed off from the lobby and the HVAC will be adjusted to ensure air quality for the employees and the public. The contractor will be using the entrance and parking area located on the conference room end of the building during this project. The Town Manager also wanted to mention that we have been getting calls regarding the Paine, Noble, and South Town Farm Roads being muddy and another wash-out on Rabbit Valley Road. The Foreman, Jim Bennett is aware of these problems and is doing his best to fix them so it will be safe and passable.

7. SELECTMEN ITEMS

-Scott Hunter stated that in his opinion the position of a new fire chief should have been advertised once there was a change in the benefit package. The Town Manager acknowledged his opinion.

8. SIGN WARRANTS – 72, 73, 74, 75, 76, 77, 78

Scott Hunter motioned to accept warrants 72, 73, 74, 75, 76, 77, and 78. Floyd Thayer second. Passed unanimously.

9. ADJOURNMENT

Scott Hunter motioned to adjourn at 7:04 PM. Floyd Thayer second. Passed unanimously.