

TOWN OF OXFORD SELECTMEN'S MINUTES

April 06, 2023@ 5:00 PM

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, Fire Chief, Paul Hewey.
Budget Committee Members: Alexander Sandy Luke, Brianne Bailey, Elizabeth Calhoun, Henry Jackson, Jonathan Tibbetts, and Joseph Wax.
2. ACTION ON MINUTES
 - 2.1. Action on minutes dated March 09, 2023, March 16, 2023, and March 23, 2023
Caldwell Jackson motioned to accept Minutes dated March 9, 2023, March 16, 2023, and March 23, 2023, as written. Dana Dillingham seconded. Pass unanimously.
3. ADJUSTMENTS TO THE AGENDA
No adjustments
4. PUBLIC COMMENTS – Please state your name and the Town that you are from for the record.
None
5. BUSINESS ITEM
 - 5.1. Accept a \$2,500 donation from Daddy O's Act of Kindness to the Resident Aid Reserve
Dana Dillingham motioned to approve the donation from Daddy O's for \$2500.00. Caldwell Jackson seconded. Pass unanimously.
 - 5.2. Review/Award Paving Bids (Whittemore Rd, Number Six Rd, Pottle Rd)
-Adam Garland, Town Manager reviewed the paving bids for Whittemore Rd, Number Six Rd, and Pottle Rd. that was opened on April 4th, 2023, at 9:00 am. The apparent low bidder was P & B Paving. Town Manager is asking the Board of Selectmen to review the bids and if agreeable to consider making an award at the 4/20/2023 meeting.
-Caldwell Jackson would like all roads completed with Gravel/base and surface pave rather than shim and overlay.
 - 5.3. Review/Award Pismo Ballfield Mowing Bids
The Town Manager, Adam Garland asked the Board of Selectmen to review the Bennett Property Service bid for \$15,000.00 for the Pismo Bids Field Mowing Bids.
-Dana Dillingham inquired about who maintained the grounds last year. The Town Manager, Adam Garland stated that it was a Highway Department due to no bids having been received.
Dana Dillingham motioned to accept the Bid from Bennett Property Service for \$15,000.00. Caldwell Jackson seconded. Pass unanimously.
 - 5.4. Board of Selectmen Budget Discussion
Before the Budget portion of the meeting, the Board of Selectmen had requested within the agenda items to discuss various proposed budgets with concerns.
 - Library Request
 - Police Budget
 - School Resource Officer
 - Fire Budget.

- Town Manager, Adam Garland reviewed items of concern from the previous budget meetings.
- The Board of Selectmen discussed and concluded that there is no justification for an increase of \$32,500 based on the information provided by the library due to unknown possible other donations given that were not included in the numbers given by the library.
- Joseph Wax recommended that the Town work with the library before the next budget meetings on what their expectations are when presenting their financial statements since a financial report was not required in previous years.
- Henry Jackson suggests an increase of 4.8% due to the increase in fuel and electrical costs.
- Elizabeth Calhoun acknowledges that there is a cost increase. Elizabeth Calhoun also raised concerns that for years the library has always looked toward the Town for sole support on any funding and was concerned about why the library did not look toward more traditional funding such as fundraising and grants.
- Henry Jackson stated that there are trust funds and possible private donations.
- Adam Garland, Town Manager proceeded with the continuation of the Additional Officer and School Resource Officer. The Town Manager stated that given recent discussions between the Police Chief and Town Manager, the Town Manager would like to withdraw the request to fund an additional Police officer position. With the Police Department up to full staff, the Town Manager would like to take this next year to further study the “need” for additional personnel. Also, the Town Manager stated that the SRO funding grant ends on June 30, 2023, and the town is obligated to fund the SRO position for one more year (ending June 30, 2024). The school has been contributing \$21,812.00 annually towards this position and will be funding this position again this year. In conversation with the Superintendent, the Town Manager has suggested the school’s contribution should be increased due to the Town’s increased costs of payroll and benefits. Further discussion will continue with the Town Manager and the Superintendent soon.
- Caldwell Jackson stated he feels that the personnel hours for the Fire Department that have been calculated during the weekend mornings do not justify the need based on the number of emergency calls during that time.

6. BOARD OF SELECTMEN AND BUDGET COMMITTEE JOINT BUDGET SESSION

6.1. Budget Review/Discussion (Continued)

Adam Garland, Town Manager requested the Budget Committee and Board of Selectmen to start with budget items with no concerns first then move on to budget items with concerns for discussion.

6.2. Board of Selectmen Vote on Proposed Budgets

Note: The Board of Selectmen and Budget Committee chose to review/vote on presented budgets consecutively.

Code Enforcement:

Budget Committee Vote:

Henry Jackson motioned to approve the Code Enforcement totaling \$91,115.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the Code Enforcement totaling \$91,115.00 for the 2023-2024 fiscal year budget. Dana Dillingham seconded. Pass unanimously.

Administration:

Budget Committee Vote:

Henry Jackson motioned to approve the Administration totaling \$691,981.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the administration totaling \$691,981.00 for the 2023-2024 fiscal year budget. Dana Dillingham seconded. Passed unanimously.

Police Department:

Budget Committee Vote:

Henry Jackson motioned to accept the Police Department totaling \$1,073,273.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to accept the Police Department totaling \$1,073,273.00 for the 2023-2024 fiscal year budget. Dana Dillingham seconded. Pass unanimously.

Highway Department:

Budget Committee Vote:

Joseph Wax motioned to approve the Highway Department totaling \$860,468.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the Highway Department, totaling \$860,468.00 for the 2023-2024 fiscal year budget. Dana Dillingham seconded. Passed unanimously.

Public Safety Building:

Budget Committee Vote:

Joseph Wax motioned to approve the Public Safety Buildings totaling \$78,214.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Scott Hunter motioned to approve the Public Safety Buildings totaling \$78,214.00 for the 2023-2024 fiscal year budget. Dana Dillingham seconded. Passed unanimously.

Recreation Department:

Budget Committee Vote:

Joseph Wax motioned to approve the Recreation Department totaling \$155,953.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Passed unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the Recreation Department totaling \$155,953.00 for the 2023-2024 fiscal year budget. Scott Hunter seconded. Passed unanimously.

General Assistance:

Budget Committee Vote:

Elizabeth Calhoun opened a discussion by asking for clarification on why a deduction for the General Assistance budget. The Town Manager responded stating it is due to receiving the state's monthly refunds.

Elizabeth Calhoun motioned to approve the General Assistance, totaling \$7,800.00 for the 2023-2024 fiscal year budget. Seconded by Joseph Wax. Pass unanimously.

Board of Selectmen Vote:

Floyd Thayer motioned to approve the General Assistance totaling \$7,800.00 for the 2023-2024 fiscal year budget. Seconded by Caldwell Jackson. Pass unanimously.

Transfer Station:

Budget Committee Vote:

Henry Jackson motioned to approve the Transfer Station totaling \$499,538.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Pass unanimously.

Board of Selectmen Vote:

Dana Dillingham motioned to approve the Transfer Station totaling \$499,538.00 for the 2023-2024 fiscal year budget. Floyd Thayer seconded. Pass unanimously.

Wastewater Treatment Facility:

Budget Committee Vote:

Henry Jackson motioned to approve the Wastewater Treatment Facility totaling \$406,081.00 for the 2023-2024 fiscal year budget. Brianna Bailey seconded. Pass unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the Wastewater Treatment Facility totaling \$406,081.00 for the 2023-2024 fiscal year budget. Floyd Thayer seconded. Pass unanimously.

Debt:

Budget Committee Vote:

Henry Jackson motioned to approve the Debt totaling \$645,721.00 for the 2023-2024 fiscal year budget. Seconded by John Tibbetts. Pass unanimously.

Board of Selectmen Vote:

Dana Dillingham motioned to approve the Debt totaling \$645,721.00 for the 2023-2024 fiscal year budget. Seconded by Floyd Thayer. Pass unanimously.

Board and Committees:

Budget Committee Vote:

John Tibbetts motioned to approve the Board and Committees totaling \$14,425.00 for the 2023-2024 fiscal year budget. Joseph Wax seconded. Pass unanimously.

Board of Selectmen Vote:

Caldwell Jackson motioned to approve the Board and Committees totaling \$14,425.00 for the 2023-2024 fiscal year budget. Floyd Thayer seconded. Pass unanimously.

Capital Requests:

Budget Committee Vote:

Henry Jackson motioned to approve the Capital Requests totaling \$50,000.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Pass unanimously.

Floyd Thayer motioned to approve the Capital Requests budget totaling \$50,000.00 for the 2023-2024 fiscal year budget. Caldwell Jackson seconded. Pass unanimously.

Municipal:

Budget Committee Vote:

Henry Jackson motioned to approve the third-party requests for Seniors Plus for \$2000.00 and Androscoggin Home Healthcare for \$500.00. John Tibbetts second. 4/1 Brianna Bailey opposed.

Elizabeth Calhoun motioned to approve the third-party requests for the Cancer Resource Center of Western Maine for \$1,000.00, and Tri-County Mental Health capped at \$2,000.00. John Tibbetts seconded. 3/3 Brianna Bailey, Alexander Luke, and Henry Jackson opposed. Motion Failed

A discussion opened with Jerry Wax commenting on how vital supporting healthcare is. Elizabeth Calhoun commented that being involved with grants, she understands the importance when a grant application is reviewed, and it is seen that there is community support listed it looks well for the applicant.

Henry Jackson motioned to approve the third-party requests for the Cancer Resource Center of Western Maine for \$500.00 and Tri-County Mental Health for \$500.00. John Tibbetts seconded. 5/1 Brianna Bailey opposed. Motion Passed

The discussion opened by Joseph Wax suggested the Board of Selectmen and the Town Manager have an interface with the Board of the Library for the upcoming year's budget and what is expected if an increase is needed.

Henry Jackson motioned to approve the library for \$42,500.00. John Tibbetts seconded. Pass unanimously.

Henry Jackson motioned to approve the total Municipal for \$231,021.00 for the 2023-2024 fiscal year budget. John Tibbetts seconded. Pass unanimously.

Board of Selectmen Vote:

Dana Dillingham motioned to approve the third-party requests for Seniors Plus for \$2,000.00 and Androscoggin Home Healthcare for \$500.00. Caldwell Jackson seconded. 4/1 Floyd Thayer opposed.

Caldwell Jackson motioned to approve the third-party requests for the Cancer Resource Center of

Western Maine for \$500, and Tri-County Mental Health capped at \$500.00. Dana Dillingham seconded. 4/1 Floyd Thayer.

Caldwell Jackson motioned to approve the library budget for \$42,500.00. Floyd Thayer seconded. Pass unanimously.

Dana Dillingham motioned to approve the total Municipal for \$231,021.00 for the 2023-2024 fiscal year budget. Floyd Thayer seconded. Pass unanimously.

Fire Department:

A discussion was held by the Budget Committee and the Board of Selectmen regarding whether additional weekend Fire Department hours should be considered.

-Lois Pike commented on how important the safety and lives of people far outweigh the increase in taxes and feels that most Oxford residents would agree that their families and loved ones are more important.

Budget Committee Vote:

Henry Jackson motioned for two additional Fire Fighters for one weekend day for a Fire Department budget totaling \$953,027.00. John Tibbetts second. 2/4 Joseph Wax, Elizabeth Calhoun, Alexander Luke, and Brianna Bailey opposed. Motion Failed

Joseph Wax motioned for two additional Fire Fighters on both Saturday and Sunday for a Fire Department budget totaling \$991,791.00. Alexander Luke seconded. 4/2 Henry Jackson and John Tibbetts opposed. Motion Passed

Board of Selectmen Vote:

Floyd Thayer motioned for two additional Fire Fighters for one weekend day for a Fire Department budget totaling \$953,027.00. Dana Dillingham seconded. 3/2 Scott Hunter and Sharon Jackson opposed.

6.3. Budget Committee Vote on Proposed Budgets

Note: The Board of Selectmen and Budget Committee chose to review/vote on presented budgets consecutively. See item 6.2.

7. DEPARTMENT HEAD REPORT

No Report

8. TOWN MANAGER’S REPORT

8.1 Town Manager Updates

- Town Manager Adam Garland informed the Board that the Town Office would be closed on Thursday, April 13th until noon for computer upgrades.
- Town Manager Adam Garland stated the pothole on Route 26 at Whittemore Road was fixed by the Town’s Highway crew. The Town Manager informed the Board that this intersection is scheduled by MDOT to be redone this summer.
- Town Manager Adam Garland informed the Board that Route 121 is scheduled to be

shimmed and overlaid by MDOT this summer.

9. SELECTMEN ITEM

Dana Dillingham stated that there are tires on East Oxford Road that need to be cleaned up. The Town Manager will let the Highway Dept know.

10. SIGN WARRANTS – 78, 79, 80, 81, 82, 83, 84

Caldwell Jackson motioned to accept signed warrants 78, 79, 80, 81, 82, 83, and 84. Floyd Thayer seconded. Pass unanimously.

11. EXECUTIVE SESSION -None

12. ADJOURNMENT

Henry Jackson motioned to adjourn the meeting at 6:57 PM. John Tibbetts seconded. Passed unanimously.