

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

April 20, 2023@ 6:00 PM

SELECTMEN'S MEETING AGENDA Starting a 6:00 PM

PUBLIC HEARING 1-Oxford Plains Speedway Mass Gathering Application for 50th Annual Oxford 250 Weekend with expected attendees for the event of 5000-14,999

-Chairperson Sharon Jackson open Public Hearing #1 for the Oxford Plains Speedway Mass Gathering Application for the 50th Annual Oxford 250 Weekend with expected attendees for the event of 5000-14,999. No public comments. Closed Public Hearing #1 at 6:02 PM

PUBLIC HEARING 2-Oxford Plains Speedway Mass Gathering Application for scheduled events with the number of expected attendees for the events of 1000-4999

-Chairperson Sharon Jackson open Public Hearing #2 at 6:03 PM for the Oxford Plains Speedway Mass Gathering Application for scheduled events with the number of expected attendees for the events of 1000-4999. No public comments. Closed Public Hearing #2 at 6:04 PM

PUBLIC HEARING 3-Change of location application for Pawn Broker, Precious metal dealer, or Second-hand Dealer for Pa's Trading Company.

-Chairperson Sharon Jackson open Public Hearing #3 at 6:05 PM for a change of location application for a Pawn Broker, Precious metal dealer, or Second-hand Dealer for Pa's Trading Company.

-Keith McKinnon, owner of Pa's Trading commented that he is moving back to the same location.

-Chief Rick Jack commented that the move has been pre-approved and is good to go.

-Chairperson Sharon Jackson closed Public Hearing #3 at 6:07 PM

1. CALL TO ORDER and FLAG SALUTE – Chairperson Sharon Jackson will preside. Vice-Chair Dana Dillingham. Floyd Thayer, Scott Hunter, Calwell Jackson, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Ricky Jack, Chief of Police, Fire Chief, Paul Hewey, and Ed Knightly, Transfer Supervisor.
2. ACTION ON MINUTES
 - 2.1. Action on minutes dated April 6th, 2023
-Floyd Thayer motioned to approve minutes dated April 6th, 2023. Caldwell Jackson seconded. Passed unanimously.
3. ADJUSTMENTS TO THE AGENDA
None
4. PUBLIC COMMENTS – Please state your name and the Town that you are from for the record.
-Lois Pike stated that a tree branch is hanging on Robinson Hill Rd, near her home.
-June Mosher asked the Town Manager and the Board of Selectmen to consider an incentive program to increase the number of residents who are connected to the town's sewer. She also stated that they also may consider balancing the rates charged to line up with the water bill rates. As it stands, her sewer bill is two-thirds more than her water bill.
5. BUSINESS ITEM
 - 5.1. Review/Approve Oxford Plains Speedway Mass Gathering Application for the 50th Annual Oxford 250 Weekend with the expected attendees of 5,000-14,999
-Caldwell Jackson motioned to approve the Oxford Plains Speedway Mass Gathering for the 50th Annual Oxford 250 Weekend with the expected attendees of 5000-14,499. Dana Dillingham seconded. Passed unanimously.

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5.2. Oxford Plains Speedway Mass Gathering Application for scheduled events with expected attendees of 1,000-4,999

-Floyd Thayer motioned to approve the Oxford Plains Speedway Mass Gathering Application for scheduled events with expected attendees of 1,000-4,999. Dana Dillingham seconded. Passed unanimously.

5.3. Review/approve an application to change the location of Pa's Trading Company

-Floyd Thayer motioned to approve the application to change the location of Pa's Trading Company

5.4. Review/approve appointments of Patricia Larrivee and Brian T Landis to the Appeals Board

-Dana Dillingham motioned to approve the appointments of Patricia Larrivee and Brian T Landis to the Appeals Board. Scott Hunter seconded. Passed unanimously.

5.5. Community Resilience Partnership Discussion

-Town Manager, Adam Garland introduced Claire McGlinchey from the Community Resilience Partnership/Ecology-Based Economy. Claire wanted to take another opportunity to discuss the benefits of the program. The Board of Selectmen stated as before in the January 19th, 2023

Selectmen meeting, that due to the required clauses, the Board of Selectmen chose not to enroll in the program. All thanked Claire for coming and presenting once again.

5.6. Accept a \$250 donation from William and Martha Booth to the Fire Department Reserve Acct

-Floyd Thayer motioned to accept the \$250.00 donation from William and Martha Booth to the Fire Department Reserve Account. Caldwell Jackson seconded. Passed unanimously.

5.7. Accept a \$100 donation from Peter and Beverly Laverdiere to the Police Reserve Acct

-Dana Dillingham motioned to accept the \$100.00 donation from Peter and Beverly Laverdiere to the Police Reserve Account. Floyd Thayer seconded. Passed unanimously.

5.8. Accept a \$100 donation from Waylard Sharp and Susan Weaver to the Police Reserve Acct

-Floyd Thayer motioned to accept the \$100.00 donation from Waylard Sharp and Susan Weaver to the Police Reserve Account. Caldwell Jackson seconded. Passed unanimously.

5.9. Fire Department FY2023-2024 Budget Adjustment

-Adam Garland, Town Manager stated that the proposed budget amount for the Fire Department was over what was needed. The Board of Selectmen voted on \$953,027 for the department budget. The corrected amount is \$946,253. For clarity, the Town Manager is asking the Board of Selectmen to vote on the corrected budget figure of \$946,253.

-Caldwell Jackson motioned to accept the corrected amount of \$946,253 for the Fire Department Budget. Floyd Thayer seconded. Passed unanimously.

5.10. Review/Award Paving Bids (Whittemore Rd, Number Six Rd, Pottle Rd)

-Adam Garland, Town Manager reviewed bids received from the April 6, 2023 Board of Selectmen meeting on road improvement. The Town Manager is asking for the Board of Selectmen to vote on which roads, if any, they wish to move forward and to give permission for the Town Manager to sign contracts with the contractor :

- Whittemore Road, Reclaim-Gravel/base and surface pave
- Number Six Road, Reclaim- Gravel/base and surface pave
- Pottle Road-Shim and Overlay

-Board of Selectmen discussed the importance of the Whittemore and the Number Six Road being repaired. Dana Dillingham questioned what is on the agenda for next year's Roads. Adam Garland, Town Manager stated that the list has an additional nine (9) additional roads being considered. The Board of Selectmen acknowledges the CIP has the \$400,000 to go toward the roads, but do not want the fund balance drop below 1 mil. The Board of Selectmen is also requesting the Town Manager to

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update the 97-1 fund balance to review by the next meeting.

-Caldwell Jackson motion to accept the Whittemore Road, Number Six Road, and Pottle Road for road repair and to approve the Town Manager to move forward in signing the contracts. Floyd Thayer seconded. Passed unanimously.

-Scott Hunter motioned to accept the bids for the Whittemore Road, Number Six Road, and Pottle Road with Pine Tree Engineering, Inc for the amount of \$806,053.00

5.11. Review/Award Bid for the Police Patrol Vehicle

Adam Garland, Town Manager reviewed the bid for the Police Patrol Vehicle that was opened on 4/12/2023. After reviewing the bids, Chief Jack recommends Quirk Auto Group for 46,743.00. *Caldwell Jackson motioned to award the bid to Quirk Auto Group for \$46,743.00. Floyd Thayer seconded. Passed unanimously.*

5.12. Town Sewer Discussion

Adam Garland, Town Manager reviewed the Town's sewer ordinance and rates, how many users are hooked up to the sewer and what the quarterly fee is received, and the loan fund information. The Board of Selectmen discussed the stand-by fee as stated in the sewer ordinance and how the grant money is being used. The Town Manager is drafting a plan to encourage more sewer hookups and planning to present this proposal to the Board of Selectmen at the 5/4/2023 Board of Selectmen meeting.

5.13. Recreation Department Parking Lot Discussion

As requested by the Board of Selectmen, The Town Manager, Adam Garland worked with engineer Rob Prue of Pine Tree Engineering to provide an estimation for paving the Recreation Department Parking Lot. Pine Tree Estimation would be \$91,000. Discussion and agreement were held by the Board of Selectmen that this is a future project that does need to be resolved. In the interim, the town manager will look into gravel or reclaim and roll out would be a temporary solution.

6. DEPARTMENT HEAD REPORT

None

7. TOWN MANAGER'S REPORT

7.1. Present Draft Town Meeting Warrant

Town Manager, Adam Garland presented the Draft of the Town Meeting Warrant for approval. *Floyd Thayer motion to approve the Town Meeting Warrant 2023-2024. Caldwell seconded. Pass unanimously.*

7.2. FY2021-2022 Audit

Town Manager stated that the 2021-2022 audit has been completed by the auditor and hard copies are available for the Board of Selectmen.

-Town Manager reviewed the conversation with the DEP regarding the location of the cans at the transfer station. The DEP stated that due to the flood zone in the lower field repositioned them with ramps.

8. SELECTMEN ITEM

-Discussion held by the Board of Selectmen and the Town Manager, Adam Garland regarding the water levels for Hogan and Whitney Pond. The Town Manager stated that there is a water scale that Inland Fisheries had put in to view the water levels at any time.

-Floyd Thayer asked about the bids for Rabbit Valley Road due to a resident concern. The Town Manager, Adam Garland stated that the same resident contacted him and directed him to a resource that would help him better. As far as the Rabbit Valley Road solution there is a hold due to the federal grant funding would not be available for another year

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-Dana Dillingham brought up a concern regarding the mutual aid for Fire/Police and how there is very little reciprocation from other towns if Oxford is in need of their help. After a discussion, with Chief Jack, Fire Chief Paul Hewey, and the Board of Selectmen. The Board of Selectmen would like the Town Manager to contact the surrounding Towns and discuss this matter with them.

-Scott Hunter stated that parts of Allen Hill Road have been washed out and need repair. The Town Manager will mention this matter to the Highway Foreman.

-Caldwell Jackson mentioned that perhaps the training of a new plow person, but there is quite a heap of sand and dirt accumulated after plowing and would need a repair on the Number Six Road. The town Manager will mention this to the Highway foreman.

9. SIGN WARRANTS – 85, 86, 87, 88

Caldwell Jackson motion to accept Warrants 85, 86, 87, and 88. Scott Hunter seconded. Pass unanimously.

Chair, Sharon Jackson opened the To enter into an executive session to discuss confidential records pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(F) @ 7:01 PM.

Scott Hunter motioned to enter into the executive sessions @ 7:01. Dana Dillingham seconded. Pass unanimously.

10. 1 EXECUTIVE SESSION

10.1. To enter into an executive session to discuss confidential records pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(F).

Dana Dillingham motioned to close executive session 10.1. at 7:12 PM. Caldwell Jackson seconded. Pass unanimously.

10.2. To enter executive session to discuss the disposition of property (real estate) pursuant to M.R.S.A Title 1, Chapter 13, Section 405 (6)(C).

Chair, Sharon Jackson opened the executive session 10.2 to discuss the disposition of property (real estate) pursuant to M.R.S.A Title 1, Chapter 13, Section 405 (6)(C)

Caldwell Jackson motion closed executive session 10.2. at 7:45 PM. Floyd Thayer seconded. Pass unanimously.

-Tom Kennison presented to ask the Board of Selectmen to accept offers of sales of properties lots 3,7, and 8 located on Park Road and to authorize the Town Manager to move forward in signing documentation.

Caldwell Jackson motioned to accept the sale on lots 3, 7, and 8 and authorize the Town Manager to sign all needed documents.

10.3. To enter into an executive session to discuss a personnel matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(A).

Chair, Sharon Jackson opened the executive session to discuss a personnel matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(A).

with Chief Ricky Jack present.

Caldwell Jackson motion to close executive session 10.3. at 8:09 PM. Floyd Thayer seconded. Pass unanimously.

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-Note: The next Board of Selectmen meeting has been moved from 5/4/2023 to 5/11/2023.

11. ADJOURNMENT

Scott Hunter moved to adjourn @ 8:15 PM Floyd Thayer seconded. Pass unanimously