

# TOWN OF OXFORD SELECTMEN'S MEETING MINUTES

June 15, 2023, @ 6:00 PM

## SELECTMEN'S MEETING AGENDA

1. CALL TO ORDER and FLAG SALUTE – Chairman Sharon Jackson will preside. Vice-Chair Dana Dillingham, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Ed Knightly, Transfer Station Supervisor, Zhenya Shevchenko, WWTF Foreman.
2. ACTION ON MINUTES
  - 2.1. Action on minutes dated June 1, 2023  
*Scott Hunter motion to accept minutes dated June 1, 2023. Dana Dillingham seconded. Passed unanimously.*
3. ADJUSTMENTS TO THE AGENDA
  - 3.1. Abatement request for the tax year 2022 for Wal Mart Real Estate Business Trust, Map R13 Lot 5A  
The Board of Selectmen agreed to move business items after 5.1.
4. PUBLIC COMMENTS-*Please state your name and the Town that you are from for the record.*  
-Lois Pike wanted to comment on the good job the repaving is on Whittemore Road.
5. BUSINESS ITEMS
  - 5.1. Swearing in of new Selectman and Elect Chair and Vice Chair of the Board of Selectmen  
-The Town Clerk, Wendy Friberg swore in the elected Board of Selectmen Dana Dillingham.  
-The Board of Selectmen agreed to wait until all members of the Board are present before electing Chair and Vice Chair. Caldwell Jackson was not present at this meeting.  
  
(3.1. Adjustment to the agenda.) Abatement request for Tax year 2022 for Wal Mart Real Estate Business Trust, MAP R13 Lot 5A  
*After a review of the abatement prepared by Assessing Agent Donna Hayes, Scott motioned to deny Walmart's Abatement Request. Floyd Thayer seconded. Passed unanimously.*
  - 5.2. Review/Approve Oxford Plains Speedway Mass Gathering (603 Diesel Truck Event) with attendees under 4,999 (Three events, July 15<sup>th</sup>-16<sup>th</sup> 2023, September 30<sup>th</sup>, 2023, and October 1<sup>st</sup>, 2023)  
*Scott Hunter motioned to approve the Mass Gathering application for the 603 Diesel Truck Event with attendees under 4,999 for Three events, July 15<sup>th</sup>-16<sup>th</sup> 2023, September 30<sup>th</sup>, 2023, and October 1<sup>st</sup>, 2023. Floyd Thayer seconded. Passed unanimously.*
  - 5.3. Review/Approve Liquor License Renewal Application for the Oxford Plains Speedway  
*-Dana Dillingham moved to approve the Liquor License Renewal Application for the Oxford Plains Speedway. Floyd Thayer seconded the motion. Passed unanimously.*
  - 5.4. Kay House Discussion  
Town Manager, Adam Garland presented to the Board of Selectmen the possibility of transferring ownership of the Kay House to the Oxford Historical Society. After consulting with the Towns Attorney, it appears the property could be transferred to the Historical Society if it still meets the requirements of the

covenants (used as a museum). If the transfer of ownership is acceptable to the Board of Selectmen, the Town Manager recommends adding this as a referendum question for the November 2023 elections.

-Elton Record spoke on behalf of the Historical Society, stating that a lot of money was invested into the building that the Historical Society received from donations and grants, and is willing to continue this investment to preserve the building. The only investment received from the Town was the repair of the roof. All other expenses since 1987, even though the Town was under obligation to pay, were paid by the Historical Society.

-Trish Larrivee, President also stated that they have been upkeeping the building for many years without the Town's help.

*After discussion with the Board of Selectmen, the Historical Society president, Trish Larrivee, and other members of the Historical board, Floyd Thayer motioned to put the transferring of ownership on as a referendum on the November 7, 2023, election ballot. Dana Dillingham seconded. Passed unanimously.*

-Trish Larrivee, President of the Historical Society asked permission to use the Meeting House due to Kay House being closed for repairs. She is also asking for the Town to pay for a portable toilet(s) for the 4 months while occupying the Meeting House temporarily.

*Floyd Thayer motioned to accept paying for a portable toilet(s) while the Historical Society is temporarily staying at the Meeting House. Scott Hunter seconded. Passed unanimously.*

5.5. Reappointment of Patricia Larrivee to the Appeals Board and Historic Preservation Committee  
*Dana Dillingham moved to accept the reappointment of Patricia Larrivee to the Appeals Board and Historic Preservation Committee. Scott Hunter seconded the motion. Passed unanimously.*

5.6. Abatement requested for the tax year 2022 in the amount of \$222.00 for Himlen Pa Jorden, LLC located at Lars Drive Map R13 Lot 16F.

*Scott Hunter motioned to approve the abatement for the tax year 2022 in the amount of \$222.00 for Himlen Pa Jorden, LLC located at Lars Drive Map R13 Lot 16F, Dana Dillingham seconded. Passed unanimously.*

5.7. Pismo Beach Park Table Replacements

Adam Garland, Town Manager asked the recreation director Kayla Laird, to investigate the cost of new picnic tables. The wooden picnic tables are worn out and in need of replacement. The cost of each table would be \$1,165.00 and the total cost for four (4) tables would be \$4,660.00. The Town Manager is requesting the Board of Selectmen authorize \$4,660.00 to be used from the Recreation Subdivision/Facilities Account (97-14) to purchase the four tables.

*Scott Hunter motioned to authorize the Town Manager to use \$4,660.00 from the Recreation Subdivision/Facilities Account (97-14) for new picnic tables. Dana Dillingham seconded. Passed unanimously.*

5.8. Town Sewer Discussion – Continued

-Adam Garland, Town Manager presented an overview of a proposal to increase the number of customers hooking up to the Town Sewer. The proposal consists of a Loan/Grant application process and a list of qualified contractors that would be given as a resource for the applicants that may not know whom to contact. It has been recommended by the Town Manager, Adam Garland, and Waste Water Facility Superintendent, Zhenya Shevchenko, that there is no cap on the total of the loan due to different circumstances such as lateral cost and the cost of sub-stations that may be needed. A letter will be mailed out as soon as possible regarding standby fees that would be enforced starting July 1, 2024, through June 30, 2025, for those who have not applied to be hooked up. This will give a full year of forewarning the residence of the standby fees that may be charged.

-Floyd Thayer stated that he would like to see the contractor's list with regulations or guidelines.

-Adam Garland, Town Manager stated that the completed application will indicate which contractor they would be using with all requirements.

-Dana Dillingham was concerned about how much funding is left and perhaps the letter could be worded until June 30, 2025, or until the funding is depleted. Funds available stand at \$224,068.00.

-The Town Manager, Adam Garland asked the Board of Selectmen to authorize the Town Manager and the Superintendent of the WWTF to approve applications collectively. The Board of Selectmen asked the Town Manager to present a monthly report on the application process.

*Floyd Thayer motioned that the Town Manager and the Superintendent of the WWTF may approve the applications. Scott Hunter seconded. Passed unanimously.*

## 6. DEPARTMENT HEAD REPORT

### 6.1. Transfer Station – Ed Knightly – Fees, Hours, and Capital Discussion

-Ed Knightly presented a report on the Transfer Station and discussed the increase in Hauling fees. The pricing from Almighty Waste has gone up once again for the 50-yard, the 100-yard container, and an increase in the tagging for a spare trailer. Ed Knightly is asking for the Board of Selectmen to consider bidding out to another company to compare pricing that would be under contract. After a discussion with the Board of Selectmen, it was decided that it would not impact anything to put out an RFP.

-Ed Knightly also explained that we will need an extra 50-yard trailer to replace the broken/damaged container that they are using. It was noted that the quote sheet from WasteQuip had expired. Ed would get an updated quote sheet for the record.

*Scott Hunter motioned to accept the quote from WasteQuip for \$11,773.00 if Wastequip will still honor the quote and for the funds to be pulled from Fund Balance Policy Reserve (97-01). Dana Dillingham seconded the motion. Pass unanimously.*

-The Town Manager, Adam Garland, also stated that due to changes in staff, it would be a good time to consider amending the hours of operation. Noting that the Transfer Station does not have two consecutive days off, the proposed new schedule would be Sunday-Monday Closed and Tuesday – Saturday 7 am – 3 pm.

-After discussion regarding hours for the Transfer Station, it was agreed that the Transfer Station be opened as follows:

Monday 7 am – 4 pm

Tuesday 7 am – 4 pm

Wednesday – closed

Thursday – closed

Friday 7 am – 4 pm

Saturday 7 am – 4 pm

Sunday 8am – 12 pm

*Dana Dillingham motioned to accept the above revised hours for the Transfer Station allowing the Town Manager and Transfer Station Manager to set the effective date. Floyd Thayer seconded the motion. Passed unanimously.*

## 7. TOWN MANAGER’S REPORT

### 7.1. Town Manager Updates

-Adam Garland, Town Manager stated that Pinetree has been scheduled for a cost estimate for the next fiscal year for Rabbit Valley Road. Still waiting for the Pismo Beach Retaining Wall estimated from Pinetree. The Whittemore Road, Number Six Road now has the base pavement completed and waiting for a topcoat and shoulder work to be completed. The Roof of the new Town Office has loose shingles and needs some roof repair. The Town Manager will be completing a bid package. This cost will be taking the cost out of the building account. The Town Manager, Adam Garland, also inquired if the Board of

Selectmen were interested in laptops for the meetings. It is noted that a few refurbished laptops were desired.

-Wendy Friberg, Town Clerk announced Kathleen Dillingham as a new hire for the Deputy Clerk position.

8. SELECTMEN ITEM

-Floyd Thayer inquired about the big hole that is on Paine Road since the big rain storm. The Town Manager, Adam Garland will have the Highway Foreman look into it. Also, Floyd Thayer asked if Pinetree will be removing the rock and trees that are located on Whittemore Road. The Town Manager stated that they will be working on the shoulder and removing the rock.

-Dana Dillingham asked if the Highway crew will repair the East Oxford Road potholes or continue to put gravel in them. The gravel has been washed out more than several times. The Town Manager will have the Highway Foreman look into it.

-Sharon Jackson, Chairperson inquired about the assessment of the railing and stairs at Pismo Beach Park. To be sure they are safe, the Town Manager stated that he has already instructed Kayla Laird, Recreation Dept to obtain a quote to be submitted to the Board of Selectmen.

Sharon Jackson, the Chairperson, also wanted to be sure that the smoke detectors are now in place. It was stated by the Town Manager that the smoke detectors were addressed yesterday.

9. SIGN WARRANTS – 101, 102, 103, 104, 105

*Scott Hunter motioned to approve warrants 101, 102, 103, 104, and 105. Dana Dillingham seconded. Passed unanimously.*

*Floyd Thayer motioned to enter into the executive session at 7:10 pm to discuss a personnel matter pursuant to MRSA Title 1, Chapter 13 Section 405 (6)(A). Dana Dillingham seconded the motion. Passed unanimously.*

10. EXECUTIVE SESSION

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

Adjournment of executive session at 7:44 pm

11. ADJOURNMENT

*Dana Dillingham motion to adjourn at 7:44 pm. Scott Hunter seconded. Passed unanimously.*