

# TOWN OF OXFORD

## SELECTMEN'S MEETING MINUTES

July 20, 2023 @ 6:00 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, Sharon Jackson, Dana Dillingham, Floyd Thayer, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Ricky Jack, Police Chief, Paul Hewey, Fire Chief.
2. ACTION ON MINUTES
  - 2.1. Action on minutes dated July 7, 2023  
*Scott Hunter motioned to accept action on the minutes dated July 7, 2023, Sharon Jackson seconded. Pass unanimously.*
3. ADJUSTMENTS TO THE AGENDA  
None
4. PUBLIC COMMENTS-*Please state your name and the Town that you are from for the record.*
  - Joyce Reiner expressed her gratitude for the highway department's fast work fixing the Kohut Road potholes.
  - Lois Pike commented on the good paving job done on Number Six Road and Whittemore Road.
5. BUSINESS ITEMS
  - 5.1. Transfer Station Waste Hauling Services Bid  
Adam Garland, Town Manager reviewed the two bids received for the Transfer Station Waste Hauling Services Bids that were opened on 7/18/2023.
    - 207 Waste bid: 50 yards at \$245.00 and 100 yards at \$330.00
    - Reynolds and Son bid: 50 yards at \$395.00 no bid amount was given for the 100 yards.*Floyd motioned to accept 207 Waste Bid for 50 yards at \$245.00 and 100 yards at \$330.00 once the Town Manager has had time to check 207's references, Scott Hunter seconded. Pass unanimously.*
  - 5.2. Police Department Capital Request
    - Adam Garland opened a conversation for the Capital request from the Police Department. It is the request of Ricky Jack, the Police Chief that the Board of Selectmen review and approve the Capital Request from the Fund Balance Policy Reserve Account for Cameras, Portable Radio, and Ballistic Vest.
    - Ricky Jack, Police Chief is requesting the purchase of one (1) vehicle cam and eight (8) body cam with an explanation that it is his intention to replace all body cameras due to many of the current cameras being outdated, and when malfunction, the replacement parts for the current cameras are no longer available.  
*After a discussion with the Police Chief, Ricky Jack, and the Board of Selectmen, Floyd motioned to approve the purchase of one (1) vehicle cam and eight (8) body cams for \$37,700.00, Scott Hunter seconded. Pass unanimously.*
    - Ricky Jack, Police Chief is requesting the purchase of portable radios. The purpose of the purchase is to replace current outdated and malfunctioning older units that would be issued to full-time officers while moving current working models to reserve officers.

*After a discussion with Police Chief, Ricky Jack, and the Board of Selectmen, Sharon Jackson made a motion to accept the quote from Motorola Solutions for three (3) portable Radios at \$10,748.00, Floyd Thayer second. Pass unanimously.*

-Ricky Jack, Police Chief explained the purchase of the vest is needed to replace a current hand-me-down vest that a full-time officer is using. The vest that he is wearing now does not fit well and is old. *Caldwell Jackson motioned to accept the purchase of a Ballistic Vest for \$1,623.00, and Scott Hunter seconded. Pass unanimously.*

### 5.3. Fire Department Capital Request

-Adam Garland, Town Manager opened a discussion requesting the Board of Selectmen to approve the purchase of the Turnout Gear, Turnout Gear Boots, Air Bottles, EMS Pumps, Hydraulic Tools (jaws), and PSB Windows that would be taken from the Fund Balance Policy Reserve Account. The Town Manager understands that there may be some items that are listed that may need to wait until the next budget cycle given the unexpected extra funds spent on the paving needs for the Town.

-Paul Hewey, Fire Chief presented explaining that the Turnout Gear requested follows the standard specs with a lifetime of 10 years. The plan is to set aside money for Turnout Gear and replace the older gear yearly. The pricing for the gear with the vendor chosen also includes the Turnout Gear Boots. The Air bottles that EMS wear on their safety packs. The air bottle has a shelf life of fifteen years (15) years with a rotating purchase plan. The three EMS Pumps are outdated and do not support the current medication programing.

*Floyd Thayer motioned to accept the purchase of the Turnout Gear, Turnout Gear Boots, Air Bottles, and EMS Pumps for the total amount of \$31,707.00. Caldwell Jackson seconded. Pass unanimously.*

-Paul Hewey, Fire Chief explained that the two hydraulic Tools (jaws) are still serviceable, but the current tools are too old to purchase replacement parts so in the event the tools break, they most likely will not be able to be repaired. The Fire Chief explained that he wishes to replace these tools prior to them breaking, which may not be known until an emergency occurs. The purchase will come with tools and batterie and chargers which the older models do not come with. These tools are used approximately five (5) times a year. If purchased, it would be available immediately.

*After discussion with Paul Hewey, Fire Chief, and the Board of Selectmen. Caldwell Jackson motioned to purchase the Hydraulic Tools (jaws) for \$42,115. Sharon Jackson seconded. Passed 3/2.*

-Paul Hewey, Fire Chief, discussed why the Public Safety Building needs a new phone. The current phone system still operates but is outdated and has technical difficulties. The phone system is also connected to an outside intercom for residents to ask for help, but that button does not work. Among other concerns, volumes are not working, buttons are sticking, and one phone just stopped working. Both Paul Hewey, Fire Chief, and Ricky Jack, Police Chief are requesting a new upgrade to the phone system.

*Floyd Thayer motioned to accept a new phone system for the Public Safety Building for \$10,200. Caldwell Jackson seconded.*

Discussion held

-Sharon Jackson stated that it would make sense to replace not only the PBS building phone system but all departments at the same time and set it up so one can transfer a call from one department to another department. Town Manager, Adam Garland agrees to have all the phone system done. He stated that he has already made a call to the salesperson that handles the Town Office phone system. After the discussion, the Board of Selectmen agreed to table it until the next meeting.

*Floyd Thayer resends the motion to accept a new phone system for PBS for \$10,200. Caldwell Jackson resends his vote. Pass unanimously.*

-Town Manager, Adam Garland mentioned that the PBS window replacement is now out to bid and will be receiving quotes no later than August 15<sup>th</sup>, 2023, and will present the results to the Board of Selectmen at that time.

-Scott Hunter questioned why this was not in the budget line for a warrant at the Town Meeting. He would like to see an RFP on all the windows and not just 12. Paul Hewey, Fire Chief mentioned that the 12 windows are now currently leaking and causing damage. After a discussion with the Board of Selectmen, the Fire Chief, and the Town Manager, it was determined to go ahead with the RFP for 12 windows, and if lower enough see if the victor of the RFP will quote on the remainder of the windows at the PSB.

-Paul Hewey, Fire Chief mentioned that he also has the four (4) portable radios with a quote of \$5,013.00. After a discussion with the Board of Selectmen, the Fire Chief, and the Police Chief, it was agreed that this request be tabled at this time. The Fire and Police Chief agreed to contact the vendor to see if the radio purchases could be combined for a possible better rate. The Town Manager will bring the results back to the Board of Selectmen at the next meeting.

#### 5.4. Fire - Police Discussion w/Fire Chief

-As per the Board of Selectmen's request, Fire Chief, Paul Hewey updated the Board of Selectmen regarding Oxford's Fire Police and mutual aid. Fire Chief Paul Hewey informed the Board that Oxford Fire Police are also members of the Paris and Norway Fire Departments and when they respond to emergencies in these Town's they are doing so as employees of those Town's.

#### 5.5. Pismo Beach Road Retaining Wall Discussion

-The Town Manager, Adam Garland, as per request of the Board of Selectmen, contacted Pine Tree Engineer, Rob Prue to aid in the repair of the Pismo Beach Road retaining wall. The Town Manager stated the wall needs repair and also expressed concern for the narrow roadway. Upon review, Engineer Rob Prue provided an estimate of \$78,000 for repairs. The Town Manager recommended the Board move forward with survey and design of this project using funds from the Town's ADA Reserve Fund. *Sharon Jackson's motion to authorize the Town Manager to move forward with the for engineering and surveying through Pine Tree Engineer, Floyd Thayer was seconded. Pass unanimously.*

### 6. DEPARTMENT HEAD REPORT

-Police Chief, Ricky Jack presented stating that busy with all events that are coming up. Quicks Auto assigned a VIN number for the Ford Pickup and now is working on an RFP for the equipment needed. Also, informed the Board of Selectmen and the public that they had 3000 complaints coming through.

### 7. TOWN MANAGER'S REPORT

#### 7.1. Town Manager Update

-Adam Garland, Town Manager reminded the public of the change in the Transfer Station Hours starting on July 31<sup>st</sup>, 2023.

#### 7.2. Town Manager Updates

-The Town Manager stated that lots 11 and 12 of the Park Road Business Park had a closing on 7/14/2023. Also, the Town Manager mentioned that the Town is advertising for beach attendants and has not received any viable applicants to date. There have been complaints regarding "goose" feces at Pismo Beach which the recreation director and counselors have been attempting to keep clean.

-Sharon Jackson mentioned that she has received a lot of complaints about the 'goose droppings' and would like to see someone that will do more than a morning inspection. They need someone there checking and cleaning the beach all day while it is open.

-The Town Manager, Adam Garland updated the Public and the Board of Selectmen that Number Six Road and Whittemore Road have received the completed surface and the contractor will come back to finish up

on the shoulders. The Pottle Road will also get an overlay and will start that project on Monday, July 24<sup>th</sup>. The Highway has done a good job in widening the end of Pottle Road for repair.  
-The Town Manager presented a schedule for the Selectmen walk-throughs of Departments and to update the 10-year development of the capital plan.

8. SELECTMEN ITEM

- Scott Hunter suggested advertising early in the season for beach attendants.
- Caldwell Jackson mentioned that Hebron Road is caving in and must be attended to.
- Sharon Jackson mentioned that Rabbit Valley, on the side of King Street, on the right-hand side of the road is a washout.
- The Board of Selectmen asked if the Town has requested the FEMA funds. Paul Hewey, Fire chief stated that they have already applied and Jim Bennett, Highway Foreman submitted a few weeks ago.

9. EXECUTIVE SESSION

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

*Scott Hunter motioned to move into the executive session at 7:00 PM to discuss a personnel matter pursuant to M.R.S.A Title 1, Chapter 13, Section 405 (6)(A). Floyd Thayer seconded. Pass unanimously.*

Adjournment from executive session at 7:33 PM

*Dana Dillingham motioned to extend the Town Manager's Employment Contract for an additional two years, now expiring Jun 30, 2026, with amendments as presented. Seconded by Caldwell Jackson. Pass unanimously.*

10. SIGN WARRANTS- 3, 4, 5, 6

*Dana Dillingham motioned to approve warrants excluding check 53548 on warrant number 4, seconded by Caldwell Jackson. 4 approved/abstained by Scott Hunter.*

11. ADJOURNMENT

*Caldwell Jackson motioned to adjourn at 7:36 PM, seconded by Floyd Thayer. Passed unanimously.*