

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

October 06, 2022 @ 6:00PM

SELECTMEN'S MEETING AGENDA

1. CALL TO ORDER and FLAG SALUTE – Chairman Sharon Jackson will preside. Vicechair Dana Dillingham, Floyd Thayer, Scott Hunter, Caldwell Jackson, Adam Garland, Town Manager, Wendy Friberg, Town clerk, Jim Bennett, Highway Foreman, Ed Knightly, Transfer Station Superintendent, Kayla Laird, Recreation Director.

2. ACTION ON MINUTES

2.1. *Action on minutes dated September 01, 2022*

Dana Dillingham motioned to accept minutes dated September 1, 2022, Floyd Thayer seconded. Passed unanimously.

3. ADJUSTMENTS TO THE AGENDA

Town Manager, Adam Garland requested the Board of Selectmen a motion to move Business Item 5.1 Food Pantry Discussion ahead.

Floyd Thayer motioned, Dana Dillingham seconded. Pass unanimously.

Adam Garland, Town Manager recapped the improvement needed at the Recreation building for the Food Pantry. Town Manager clarified the Town's position and expressed willingness to work and explore different avenues in allowing the Food Pantry to use the space in the Recreation Building. Town Manager continues to get the pricing for the electrical needs. Town Manager also drafted a lease which will be reviewed at the October 20th Selectmen's Meeting. Town Manager asked for clarification from the Board of Selectmen regarding what is required from the food Panty to move forward.

Linda Hooker expressed that the Food Pantry, Helping Hands will continue to work with the Board of Selectmen and asked what was needed from them to continue with the move.

Lois Pike expressed her opinion on the food pantry as a non-profit organization and how it did not go through the process and proceed as any other 3rd party non-profit organization.

After a discussion, the Board of Selectmen would like the Food Pantry to provide a financial statement as a nonprofit, and the number of Oxford residents serviced at the next meeting.

Floyd Thayer motioned for the Food Pantry to supply to the Board of Selectmen a financial statement, proof of nonprofit status, and the number of Oxford residents they serve. The Town Manager will also provide the Board of Selectmen a proposed lease at the next Selectmen's meeting. Dana Dillingham seconded. Caldwell Jackson opposed. Passed 4-1

4. PUBLIC COMMENTS – Please state your name and the Town that you are from for the record

Joyce Reiner commented on what a wonderful space the new Town Office is.

Sue Parson commented on her concerns about misinformation to the Board of Selectmen.

5. BUSINESS ITEM

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5.1. Food Pantry Discussion – Moved the discussion to the beginning of the meeting

5.2. Transfer Station Fee Review/Discussion

Ed Knightly, Transfer supervisor discussed the increase of new fees with the Board of Selectmen. Ed Knightly recommends the Board approve the increase to help cover the costs. Sharon Jackson would like to reevaluate in six months and notify the public starting October 18th for the start date of November 1st.

Caldwell Jackson motioned to approve the increased fees as presented, Dana Dillingham second. Passed unanimously.

5.3. Jordon Road Discussion w/Highway Foreman Jim Bennett

Adam Garland, Town Manager explained that Jim Bennett, Highway Foreman brought to his attention that the Jordon Road is in need of significant repair due to an overall lack of maintenance over many years.

Jim Bennett addressed the Board of Selectmen with his recommendations to remove the pavement and make Jordon Road into a dirt road that would require maintaining it with a grader. The Board of Selectmen agreed to change to a gravel road and for the Highway Foreman to reach out to The Town of Hebron to explore a maintenance agreement.

Caldwell Jackson motioned to turn Jordan Road into a dirt Road, and Floyd Thayer seconded. Pass unanimously.

5.4. Town Office Hours

Based on statistics, the Town Manager, Adam Garland requested a reduction in the clerk's hours on Thursday evening. Hours recommended are 10:00 AM thru 6:00 PM rather than 10:00 AM thru 7:00 PM. This change is proposed to take effect the first week of November.

Floyd Thayer motioned to change to change the closing time to 6:00 PM for the Clerk's Office rather than 7:00 PM, Scott Hunter seconded. Passed unanimously.

5.5. Review/Approve Oxford County Assessor's Return (County Tax \$473,756)

Scott Hunter approved the Oxford County Assessor's Return County Tax of \$473,756, Floyd Thayer seconded. Passed unanimously.

6. DEPARTMENT HEAD REPORT

6.1. Oxford Recreation Department

Adam Garland Introduce Kayla Laird the new Recreation Director; Kayla Laird, Recreation Director discussed upgrading access to the building by changing from a keyless entry to a code entry with a cost of \$3,958.00. This program will allow rental access to the building on a one-time access code for the time they are renting rather than handing out keys.

Adam Garland, Town Manager is requesting the Board of Selectmen to approve the funds be taken from the Recreation Subdivision account.

Kayla Laird, Recreation Director, also proposed the replacement of the electrical shed at Pismo Ball Fields with an outside panel and platform. Kayla Laird is still waiting on quotes for this project. Gary Smith commented that he felt it was a good move where the shed was so old.

Dana Dillingham moved to purchase the Door kit as quoted for \$3,958.00 from the Recreation

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Subdivision account. Floyd Thayer seconded, Passed unanimously.

7. TOWN MANAGER'S REPORT

7.1. Adam Garland discussed improvements and renovations that are still pending, including the expansion of the Board of Selectmen meeting room. At this time, the Town Manager is waiting for an estimate from the contractor.

The Town Manager also stated that the renovations of the employee bathroom are under-way and the installation of the roadside sign is waiting for delivery. Town Manager also explained that the vendor is asking \$10,000 to move the Cabel TV broadcast equipment to the new building. Dana Dillingham asked if the Town Manager could move ahead and explore other options in moving the Cable TV.

Adam Garland, Town Manager also commented the Highway Department is scheduled to paint and repair trim on the back of the building in the spring.

Town Manager also asked the Board of Selectmen for direction regarding if they are ready to move forward to meet with the VHB at the 10/20/2022 meeting to discuss the next steps of the Welchville Dam Project.

Floyd Thayer motioned to meet with VHB on the 10/20/2022 Selectmen's meeting to discuss the next steps of the Welchville Dam Project. Dana Dillingham seconded. Caldwell Jackson opposed. Passed 4-1

Adam Garland, Town Manager revisited the Winter Sand bid. After discussion, the Board of Selectmen agreed of requesting from Richard Tibbets the other 1000 yds of sand along with the other 2500 yds at the cost of \$17.50 per yard for this winter season only.

Caldwell Jackson motioned to add to the winter sand request another 1000 yds at the \$17.50 price for this winter season only, Floyd Thayer seconded. Past uniuunamiously.

8. SELECTMEN ITEM

Caldwell Jackson requested for the Highway Department when working on the roads to use or purchase strobe lights for the trucks.

Lois Pike requested a school bus sign for Robinson Hill Road.

9. SIGN WARRANTS – 19, 20, 21, 22, 23, 24, 25, 26, 27, 28

Scott Hunter moved to approve and sign warrants 19, 20, 21,22,23,24,25,26,27, & 28, Seconded by Floyd Thayer. Pass uniuunamiously.

Chairman, Sharon Jackson, moved to open executive session at 7:43 PM

10. EXECUTIVE SESSION

10.1. To enter into executive session to discuss a personnel matter pursuant to M.R.S.A. Title1, Chapter 13, Section 405 (6)(A).

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

11. ADJOURNMENT

Dana Dillingham moved to adjourn the Executive Session at 8:25 PM, Floyd Thayer seconded. Past uniuunamiously.

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