

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

December 07, 2023, @ **5:00 PM**

Note the special start time of 5:00 PM

SELECTMEN'S MEETING AGENDA

1. CALL TO ORDER and FLAG SALUTE – Chairman Dana Dillingham will preside. Floyd Thayer, Sharon Jackson, Scott Hunter, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Colleen Halse, Assessor, Chief Ricky Jack.

Scott Hunter motioned to enter executive session at 5:04 PM to discuss a legal matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(E). Dana Dillingham second. Pass Unanimously.

2. EXECUTIVE SESSION

2.1. Executive session to discuss a legal matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(E).

Scott Hunter motioned to end executive session at 6:17 PM. Sharon Jackson seconded. Pass Unanimously.

3. ACTION ON MINUTES

3.1. Action on minutes dated November 16, 2023

Scott Hunter motioned to accept the minutes dated November 16, 2023. Sharon Jackson seconded the motion. Pass Unanimously.

4. ADJUSTMENTS TO THE AGENDA

None

5. PUBLIC COMMENTS- Please *state your name and the Town that you are from for the record.*

-Lois Pike suggested that the Whittemore Road and Robinson Hill Road have center lines painted on the roads to help to distinguish which side of the road for the fast-moving vehicles that turn on the corners. Lois also expressed support for the Caleb Group building, (a senior community housing group), at the Robinson Mill location and expressed concern regarding the railroad crossing needing repair at the Station Road and Number Six Road.

6. BUSINESS ITEMS

6.1. Jonathan Tibbetts renewal application for the Budget Committee.

Caldwell Jackson motion to accept Jonathan Tibbetts renewal application for the Budget Committee. Floyd Thayer seconded. Pass unanimously.

6.2. Sewer Abatement, Acct 777

-Adam Garland, Town Manager asked the Board of Selectmen to consider the abatement on account #777 for \$13,318. The Town Manager and the Board of Selectmen discussed the reason why there was an inconsistency in the actual reading and quarterly water bills. The Board of Selectmen was assured that the reading on the meter was being watched and suggested that they buy a new meter.

Scott Hunter motioned to approve the sewer abatement on account #777 for \$13,318. Caldwell Jackson seconded. Pass unanimously.

6.3. Abatement (3) for Darren Chouinard, Acct 2859 for \$131.12

Town Manager, Adam Garland introduced Colleen Halse as the new Town of Oxford full-time assessing agent.

Sharon Jackson motioned to approve the abatement for Darren Chouinard, Acct 2859 for \$131.12. Floyd Thayer seconded. Pass unanimously.

6.4. Abatement (4) for Lance and Cathy Lashin, Acct 188, in the amount of \$821.04

Sharon Jackson motioned to approve the abatement for Lance and Cathy Lashin, Acct 188 in the amount of \$821.04. Floyd Thayer seconded. Pass unanimously.

6.5. Accept Drug Forfeiture funds of \$972.00 (Docket CR-21-103)

Floyd Thayer motioned to accept the funds from the drug forfeiture money for \$972.00 (Docket CR-21103). Caldwell Jackson seconded. Pass unanimously.

6.6. Accept Drug Forfeiture funds for \$3,658.00 (Docket CR-23-160)

Caldwell Jackson motioned to accept the funds from the drug forfeiture money for \$3,658.00 (Docket CR-23-160). Floyd Thayer seconded. Pass unanimously.

6.7. Public Safety Window Repair – Continued

The Town Manager recapped the discussion held on the 9/21/2023 Board of Selectmen meeting indicating that there were no bids received for the Public Safety Building Window Repair. Police Chief Ricky Jack recently had a contractor who was interested in quoting repair work for all 18 windows for \$7,589.00. The Town Manager, Adam Garland, is asking the Board of Selectmen to waive the bid requirement and authorize the repair. Discussion was held by the Board of Selectmen, Chief Ricky Jack, and the Town Manager. A decision was made to seek a quote for new window installation for half of the windows this year, and another quote to complete the installation for the rest of the 18 windows in next year's budget.

Caldwell Jackson motioned to waive the purchasing policy for the Public Safety Window Repair that states amounts over \$5,000.00 are required to be put out to bid. Floyd Thayer Caldwell Jackson seconded. Passed unanimously.

6.8. Accept an anonymous donation of \$3,000 to the Oxford Police Department DARE reserve account

Floyd Thayer motioned to accept the donation of \$3,000 to the Oxford Police Department DARE reserve account. Caldwell Jackson seconded. Passed unanimously.

7. DEPARTMENT HEAD REPORT

None

8. TOWN MANAGER'S REPORT

8.1. Town Manager Update

- Adam Garland, Town Manager mentioned that the Highway still has an opening position for part-time snow plowing. The Police Department has a prospect for a new hire. Discussion was held to schedule a walk-through for the transfer station and review both the recreation department and the transfer station at the next Board of Selectman meeting.
- MDOT is planning to replace the traffic lights at Walmart and Hannaford. MDOT provided an update to the Town Manager, Adam Garland on this project on 12/04/2023 but was unable to get a timeline for when work would be completed. The Town Manager will investigate whether the Town of Oxford will be getting a maintenance bill from MDOT.

- Acting Chief Cordwell has corrected the noted deficiencies found by the Department of Labor during their inspection a few months ago. The order for the turnout gear has not been delivered at this time.

9. SELECTMEN ITEM

-The Chairman and Board of Selectmen presented Scott Hunter with a clock plaque for service in the Fire/Rescue Department which he served for over 40 years. Thank you, Scott!

-Scott Hunter asked the Town Manager when we would be installing the system for the remote listeners. The Town Manager, Adam Garland stated that he is looking for a contractor to start the project of taking down the walls. Once that is completed the system will be mounted for the public.

10. SIGN WARRANTS – 45, 46, 47, 48, 49, 50

Caldwell Jackson motion to approve warrants 45, 46, 47, 48, 49, and 50. Scott Hunter seconded. Pass unanimously.

11. ADJOURNMENT

Sharon Jackson motioned to adjourn at 6:55 PM. Floyd Thayer seconded. Pass unanimously.