

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

December 21, 2023 @ 6:00 PM

SELECTMEN'S MEETING AGENDA starting at 6:00 PM

1. CALL TO ORDER and FLAG SALUTE – Vice Chair, Scott Hunter presides. Floyd Thayer, Sharon Jackson, Adam Garland, Town Manager, Wendy Friberg, Town Clerk, Colleen Halse, Assessor, Kayla Laird, Recreation Supervisor

2. ACTION ON MINUTES
 - 2.1. Action on minutes dated December 7th, 2023
Floyd Thayer motioned to accept minutes dated December 7th, 2023. Caldwell Jackson seconded. Pass unanimously.

3. ADJUSTMENTS TO THE AGENDA
None

4. PUBLIC COMMENTS-*Please state your name and the Town you are from for the record.*
 - Brian O'Donnell brought up concerns and questions regarding the process of the sewer grant application process and its requirements. The Town Manager, Adam Garland, clarified the questions presented. The Town Manager also expressed to the Public that keeping communications open while in this process will benefit all involved.
 - Barbara Shuster of 325 King Street asked what the easiest way to find out where the hookup from the house to the street would be. Adam Garland, the Town Manager directed her to the Waster Water Sewer Facility for answers. Colleen Halse, the assessor commented that it would benefit the Townspeople if the GIS website information had the sewer included in the data search.

5. BUSINESS ITEMS
 - 5.1. Elizabeth W. Calhoun Application for Budget Committee Member
Floyd Thayer motioned to accept the application for Elizabeth W Calhoun for Budget Committee Member. Caldwell Jackson seconded. Pass unanimously.

 - 5.2. Town Office Meeting Room RFP
Adam Garland, the Town Manager recapped the renovation plans to take down the two center walls, and one of the storage closets, along with adding an interior door and a new floor. To move this project forward, the Town Manager would like to put the project out to RFP.
Floyd Thayer motioned to post the RFP for the renovation as drafted. Caldwell Jackson seconded. Pass unanimously.

 - 5.3. Abatement (2) for Grover Gun Drilling LLC, Acct PP201 in the amount of \$70,745.89
Floyd Thayer motioned to approve the abatement for Grover Gun Drilling, LLC for \$70,745.89. Caldwell Jackson seconded. Pass unanimously.

 - 5.4. Abatement (5) for Oxford Advent Christian Church, Acct 1332 in the amount of \$3,934.38
Caldwell Jackson motioned to approve the abatement for the Oxford Advent Christian Church in the amount of \$3,934.38. Floyd Thayer seconded. Pass unanimously.

5.5. Abatement (6) for Jacqueline Nye, Acct 2465 in the amount of \$763

Caldwell Jackson motioned to deny the abatement request for Jacqueline Nye for \$763.00 based on the assessor's recommendation. Floyd Thayer seconded. Passed unanimously.

Discussion held. The assessor, Colleen Halse, explained that the owner, Jacqueline Nye did not allow KRT entrance to the home to assess. Based on photos provided by the owner, lowered her condition rating from average to fair.

5.6. Abatement (7) for Juliet Horton, Acct 2758 in the amount of \$1.76

Colleen Halse, the assessor, explained that the abatement of Ms. Horton's appraisal was accurate except for the dimensions of one shed.

Floyd Thayer motioned to approve the abatement for Juliet Horton for \$1.76. Caldwell Jackson seconded. Pass unanimously.

6. DEPARTMENT HEAD REPORT

6.1. Transfer Station update and Capital budget review – Ed Knightly

Adam Garland presented a follow-up to the workshop/department walkthrough that took place before this Board of Selectmen meeting. The Board of Selectmen agrees with what has been reviewed.

6.2. Recreation Department update and Capital budget review – Kayla Laird

Kayla Laird presented a departmental update and a budget review. Kayla reviewed the current events and programs and the overview of the summer recreation program. An increase in rates and days available are being considered for the daily 'drop in' for both the residents and non-residents. Discussion was held and it was agreed by the Board of Selectmen that there should be an increase regarding the rental of the recreation hall. The Town Manager, Adam Garland, and the Board of Selectmen commented on how well-established the recreation department has become and congratulated Kayla on all her hard work.

7. TOWN MANAGER'S REPORT

7.1. Town Manager Update

-Adam Garland, the Town Manager stated that there is now a part-time highway snow plowing position opened. He also reviewed the sewer loan program stating that out of 7 applications, 5 applications have been approved for the loan program. The Grant committee is made up of the Town Manager, Sewer Superintendent, Finance Director, and sewer billing department. The Town Manager also wanted to put out an appreciation to the Public Works, Fire, and Sewer departments for all their hard work that was done during the recent storm, mentioning one of the crews from the public works was injured due to debris from a pole. He is now out of the hospital and on his way to a full recovery.

-A reminder that the Town Office Holiday will be observed on Monday and Tuesday. (December 25th and 26th)

8. SELECTMEN ITEM

None

9. SIGN WARRANTS – 51, 52, 53, 54

Caldwell Jackson motioned to approve the warrants 51, 52, 53, and 54. Floyd Thayer seconded. Pass unanimously.

10. ADJOURNMENT

Scott Hunter motioned to adjourn at 6:58 pm. Floyd Thayer seconded. Pass unanimously.