

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

February 05, 2026 @ 6:00 PM

SELECTMEN'S MEETING AGENDA

1. CALL TO ORDER and FLAG SALUTE – **Chairman Dana Dillingham** presided.
Selectman Floyd Thayer, Selectman Ernest Fitts IV, Selectman Phillip Richardson, Code Enforcement Officer Shane Thomas, Recreation Director Kayla Laird, Assistant Recreation Director Cindy Pirela, Finance Director Elizabeth Olsen, Town Manager Adam Garland, Town Clerk Kathleen Dillingham were present.

2. ACTION ON MINUTES
 - 2.1. *Action on minutes dated January 22, 2026*
Selectman Thayer motioned to approve the minutes, seconded by Selectman Richardson.
Motion passed 4-0.

3. ADJUSTMENTS TO THE AGENDA
There were none.

4. PUBLIC COMMENTS
Resident Lois Pike asked about the box culvert on East Oxford Road and whether the individuals that own the quarry are going to be required to pay towards the cost of replacement. The response from the Board and Town Manager was no, they do not own the culvert. Repairs are the responsibility of the Town and business contribute through taxes.

5. BUSINESS ITEMS
 - 5.1. Review/Approve Oxford Casino Operators License Renewal
Selectman Thayer motioned to approve renewal of the license, seconded by Selectman Richardson.
Motion passed 4-0.

 - 5.2. Review/Award East Oxford Road Box Culvert/Paving Bid
Rob Prue reviewed all the bids with the Selectboard and recommended accepting the bid from Cross Excavation.
Selectman Thayer motioned to accept the bid from Cross Excavation in the amount of \$519,000, seconded by Selectman Fitts.
Selectman Richardson asked if that included asphalt reclaim from Station Rd to Cross Rd. Mr. Prue responded that it included everything that was in the bid package.
Motion passed 4-0.

 - 5.3. Route 26 Town Lot Discussion – Continued
The board discussed different possible options and visions for the land along with receiving information about ground water on the acreage.

Selectman Thayer motioned to allow Rob Prue to seek quotes on behalf of the town for costs on having a vernal pool study, wetland study, topographical plan, and survey done on the lot, seconded by Selectman Fitts.

Motion passed 4-0.

5.4. Recreation Department Rates

The Town Manager presented information in reference to the different rates charged for programs by the Recreation Department.

The Town Manager and Recreation Director proposed to remove the deposit requirement for the hall rental and charge \$175 for nonresidents, \$150 for residents for four (4) hours and \$25 each additional hour after the initial four hours.

Selectman Fitts motioned that the fee be \$200 for nonresidents, \$150 for residents for four (4) hours and then \$25 per hour for each additional hour, seconded by Selectman Thayer.

Motion passed 4-0.

The Town Manager and Recreation Director recommended adjusting the Summer Recreation program rates to \$150/week for residents and \$225/week for nonresident for an all-inclusive program. For families that have more than one child participating in the program, the fee would be \$140/week per child.

Selectman Thayer motioned to accept the new Recreation Summer Program pricing, seconded by Selectman Richardson.

Selectman Richardson asked for clarification that the increase included activities that previously would have been paid for in addition to the program costs. Chair Dillingham asked for clarification that the increase would allow the program to be self-funded without the need to budget taxpayer dollars for the program. Both were answered affirmatively.

Motion passed 4-0.

5.5. Sewer Department Rates

The Town Manager clarified that there were 285 laterals total with 307 parcels eligible to connect or be charged a standby fee.

Town Manager suggested addressing this issue later in the meeting and to amend the ordinance by allowing the town to weigh in on the standby fee. Selectman Thayer and Selectman Richardson agree to wait until later in the meeting.

Rates were last raised when Butch Asselin was Town Manager. Chair Dillingham would like to see rates from comparable consumption facilities for the second meeting in March to see if rates need to be adjusted.

5.6. North End Fire Station Discussion

The Town Manager said there was an engineer looking at the building. The Board is interested in looking at using the place for cold storage for equipment. The Public Works department said they could pave the lot for \$13,500 or repair with packed gravel for \$3700. The funds could come from the town building repair account. Look at town building repair account and do the packed gravel.

Selectman Thayer motioned to allow the Public Works Department to repair the lot with the packed gravel for \$3700.

Motion passed 4-0.

5.7. Discuss Proposed Ordinance Changes

The Town Manager proposed that the following ordinances be amended and the amended language would be brought back before the Selectboard.

Sewer (standby fee not to exceed half the base rate), Land Use, Mass Gathering (increasing police ratio), Sexual Business, Special Amusement, and Marijuana Licensing ordinances.
Also amend the zoning map where there is an industrial zone that should be mixed use.

5.8. Budget Committee Bylaws

The Town Manager asked that the Selectboard amend the bylaws for the Budget Committee to match the increased committee size.

Selectman Richardson motioned to change the bylaws stating that there were seven members to nine members, seconded by Selectman Thayer.

Motion passed 4-0.

6. DEPARTMENT HEAD

6.1. Finance Department Audit Review – Town Manager and Finance Director

Town Manager is pleased that the audit was available in February versus previous years when it wasn't available until August. Items noted where improvement was needed were signing off on invoices. This has already been addressed. The deficit of the Wastewater Treatment Facility and the Town Manager has been discussing with the auditor how to address it, and it will be continued project going forward.

Finance Director Olsen offered highlights of the audit and explained that the financial statements in the front are the report provide a broad overview and the reports in the back provide detailed information for the overview report. She walked the Board through looking at the Fund Balance report and discussed projected expenses, revenue over projected, and debt service.

The Town Manager reminded the Selectboard that the road bond was not included in the report because it had not happened yet when the audit was being prepared.

7. TOWN MANAGER

7.1. Town Manager Updates

The Selectboard decided to hold the Town Meeting on the first Saturday in June, June 6th at 10am. The Town Manager asked if they were interested in holding the Town Meeting at the Town Office, the South Campus of the Oxford Hills Middle School or Oxford Elementary School. The Selectboard decided they would like to hold the annual Town Meeting for 2026 at the Oxford Elementary School.

The Town Manager reported that the majority of the Budget Committee members chose that their meeting start time would be at 5:30PM.

The Town Manager said that the estimate for AVCOG to handle drafting the Town's Comprehensive Plan would be \$30,000. That amount includes all the research, drafting, and necessary meetings. They would be the project manager and funds from Route 26 and Walmart TIFs can be used to pay that cost.

*Selectman Richardson motioned to approve expending up to \$30,000 to fund updating the town's comprehensive plan, seconded by Selectman Fitts.
Motion passed 4-0.*

8. SELECTMEN

Selectman Richardson questioned whether we had a panhandling ordinance or if we could create one. The Town Manager stated we did not have one and we could create one, but it would only apply to public property. It can't be enforced on private property, such as the entrance to Walmart and Hannaford nor can it be enforced at the stop lights by the entrance to Walmart. Route 26 is a state highway and therefore they would have to address any panhandling taking place in the median. Selectman Richardson questioned if there was still a solar moratorium in place. The Town Manager stated it had expired but he would have the CEO bring forth information in reference to instituting a new moratorium at a later date.

9. SIGN WARRANTS: 82 – 86

*Chair Dillingham motioned to sign warrants 82 - 86, seconded by Selectman Fitts.
Motion passed 4-0.*

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).

*Chair Dillingham motioned to enter in executive session, seconded by Selectman Richardson.
Motion passed 4-0.
Selectman Thayer motioned to exit executive session at 8:36PM, seconded by Selectman Fitts.
Motion passed 4-0.*

11. ADJOURNMENT

*Selectman Thayer motioned to adjourn, seconded by Selectman Fitts.
Meeting adjourned at 8:37PM.*