

**TOWN OF OXFORD**  
**SPECIAL SELECTMEN'S MEETING MINUTES**  
**OXFORD TOWN OFFICE**  
March 12, 2026 @ 5:00 PM

**PUBLIC HEARING**

PUBLIC HEARING #1 – Oxford Provisions LLC, DBA Alternative Essence, Adult Use Marijuana Store License Renewal Application  
No public comments

**SELECTMEN'S MEETING AGENDA**

1. CALL TO ORDER and FLAG SALUTE – Vice Chair Scott Hunter opened the meeting. Floyd Thayer, Ernie Fitts, Chair Dana Dillingham, Selectman Phillip Richardson Chief Rickie Jack, Code Enforcement Officer Shane Thomas, Highway Foreman Jim Bennett, Recreation Director Kayla Laird, Recreation Assistant Cindy Pirela, Budget Committee Members Crystal, Josh, ?, Finance Director Elizabeth Olsen, Town Manager Adam Garland, and Town Clerk Kathleen Dillingham were present.
2. ADJUSTMENTS TO THE AGENDA  
There were none.
3. BUSINESS ITEMS
  - 3.1. Review/Approve Oxford Provisions LLC, DBA Alternative Essence, Adult Use Marijuana Store License Renewal Application  
*Selectmen Thayer motioned to approve the renewal license for Alternative Essence, seconded by Selectman Fitts motioned to approve reducing the rates to*  
*Motion passed 3-0 (Chair Dillingham and Selectman Richardson were not present)*
  - 3.2. Recreation Department Rates – Summer Recreation – Continued  
Recreation Director Laird discussed the negative impact the increased rates have had on registration. She suggests lowering the rates and using sponsorships to offset the lost revenue to support the summer rec program.  
Selectman Fitts said he could support lowering the rates if it would not cost the taxpayers more money because the program is supposed to be self-funding.  
*Selectman Fitts motioned to lower the rate for residents to \$135, Non-residents to \$175.00, and residents with more than one child in the program to \$125.00, seconded by Selectman Thayer.*  
*Motion passed 3-0 (Chair Dillingham and Selectman Richardson were not present)*
4. BOARD OF SELECTMEN BUDGET SESSION  
Town Manager discussed updates to budget areas
  - 4.1. Police Department Budget/Capital Requests - Police Chief and Town Manager  
The Town Manager reviewed the line-items of the budget proposal for the Board of Selectmen. Chair Dillingham questioned why there was a payroll increase but the department had two vacant positions. The Town Manager explained that through union negotiations a one-year contract was agreed to. The increase reflects the projected increase from the original positions.  
In discussing the positions, Chief Jack stated in order to reduce the budget, if he had to choose between losing one of the positions, he would prefer to remove the School Resource Officer (SRO) position from his proposed budget rather than lose the patrol position.  
Selectman Thayer asked Chief Jack if the Police Department needed to employ two Sergeant

positions. Chief Jack explained that the duty coverage of the department was structured with a sergeant on each rotation and believes it is important to have that structure for oversight. Selectman Thayer asked for the estimated cost to add both of those positions back into the budget. The Town Manager estimates the cost to be \$250,000 and the grant for the SRO can only be applied to that position.

Selectman Richardson discussed the impact union negotiations have had on the budget with a 23.5% increase for patrol officers and a 30% increase for the sergeants. The increases continue to drive the salaries for the Captain and the Chief.

TM recommends not adding the two positions and reducing purchasing of the vehicle for this year. The Police Budget would be \$1.7 million with funding both positions and the purchasing of both vehicles.

The Board of Selectmen stated they would revisit the Police Department budget at their last budget meeting.

#### 4.2. Recreation Department Budget/Capital Requests – Recreation Director and Town Manager

The Town Manager reviewed the line-items of the budget proposal for the Board of Selectmen. Recreation Director Laird proposed moving her parttime position to a fulltime position and explained why she felt there was a need. The Town Manager does not support the request at this time.

Chair Dillingham would like to see more detail on the revenue from the recreation department and its programs, specifically fundraising revenue. He stated being able to see the growth in the programs through the revenue could then support number a recommendation for a fulltime assistant. Selectman Richardson stated with the current economy it is difficult to increase budgets and there has to be a cost to benefit ratio for the taxpayer.

The Town Manager reviewed the capital requests for the department. The Recreation Director believes that most items can be paid for from the recreation account and she is currently working on getting quotes for those items. The Town Manager would like to raise and appropriate \$30,000 for the capital account for future work within the department.

Vice Chair Hunter questioned if increasing the hours for the assistant to 30 hours per week would be beneficial instead of moving to a fulltime position in this budget cycle. She stated that any additional assistance would be beneficial.

*Vice Chair Hunter motioned to increase the parttime position from 20 hours to 30 hours within the budget proposal, seconded by Selectman Thayer.*

*Motion passed 5-0.*

*Vice Chair Hunter motioned to approve the Recreation Department budget of \$223,571.00 which includes additional parttime hours, seconded by Chair Dillingham.*

*The motion passed 5-0.*

Vice Chair Hunter motioned to reduce the Recreation Department Capital Improvement Plan (CIP) to \$20,000 from \$30,000, seconded by Selectman Thayer.

*Selectman Richardson motioned to amend the current motion from \$20,000 to \$15,000, seconded by Selectman Thayer.*

*Motion to amend passed 5-0.*

*Motion to reduce the Reduce Department Capital Improvement Plan (CIP) from \$30,000 to \$15,000 passed 5-0.*

#### 4.3. Public Works Department Budget/Capital Requests – Foreman and Town Manager

The Town Manager reviewed the line-items of the budget proposal for the Board of Selectmen. Selectman Richardson questioned why ballfield maintenance appears in the Public Works and Recreation Budgets. The Town Manager explained that the Public Works Department took care of the fields last year so the Recreation Department would pay them out of their budget.

The Board of Selectmen would like to wait to see results of the mowing bids before moving forward with the Public Works budget. They will revisit at the meeting on March 19, 2026.

The Town Manager recommends raising and appropriating \$70,000 for the Public Works Capital Improvement Plan (CIP) for future replacement of the ¾ ton truck and the 2014 Mack truck. Selectman Richardson would like to look at reducing the CIP proposed amount to create savings in this budget.

*Selectman Richardson motioned to reduce CIP from \$70,000 to \$40,000, seconded by Selectman Fitts second.*

Selectman Fitts questioned Selectman Richardson why he proposed reducing the amount. Selectman Richardson stated the funds proposed for mowing equipment could be removed and used as savings.

Selectman Richardson asked what the overall increase to the total town budget is. The Town Manager said as currently proposed, there is a \$539,000 increase to the operational budget and a \$280,000 increase to the capital budget. Chair Dillingham stated that translates to an estimated 1 MIL increase.

*Motion failed 1-4 (Dillingham, Hunter, Thayer, Fitts against)*

*Selectman Thayer motioned to approve the Public Works Department CIP of \$70,000, seconded by Vice Chair Hunter.*

*Motion passed 4-1 (Richardson against)*

The Town Manger reviewed the CIP for town roads.

He is recommended \$50,000 for future road improvements.

*Selectman Thayer motioned to approve \$50,000 CIP for the roads, seconded by Vice Chair Hunter.*

*Motioned passed 5-0.*

#### 4.4. Other budgets if time allows – Town Manager

The Board of Selectmen chose to not take up any other budget items.

### 5. EXECUTIVE SESSION

#### 5.1. To enter executive session for Labor Contract Discussions pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(D).

*Vice Chair Hunter motioned to enter into executive session to discuss a labor contract, seconded by Selectman Richardson.*

*Motion passed 5-0.*

The Board entered into executive session at 6:53PM.

7:45pm

### 6. ADJOURNMENT

*Vice Chair Hunter motioned to adjourn, seconded by Selectman Thayer.*

*Motion passed 5-0.*