

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
May 9, 2017

The Commissioners Meeting was held in the meeting room of the Community Services Building on May 9, 2017. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner Carole Abruzzese, Commissioner Gordon Fronk, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Several citizens were also in attendance.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Fronk made a motion to approve the minutes of April 25, 2017 as distributed, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

MAINTENANCE REPORT

Superintendent Delude summarized the work of the Public Works Department since his return.

POLICE REPORT

Administrator Lewis reported the Chief Maxwell would not be in attendance as he had police business to attend to.

UNFINISHED BUSINESS

Administrator Lewis gave a brief update of the Working Waterfront Planning mentioning that the town now has a signed contract with the firm that the Commissioners had chosen to do the project. She stated that originally the project was going to start with a task force, however, it has now been decided to start with a general meeting open to the public on May 25, 2017 with notice sent to all those with business interest in the working waterfront. From that meeting a smaller group may be designated to work through the plan. The meeting will begin at 6 pm in the regular meeting room.

Lewis reported that plans are in the works for the Wastewater Treatment Plant ground breaking to take place on June 1, 2017, at 10 a.m., the start date of the contract. Lewis will contact USDA and MDE to invite them to the event along with other interested parties.

Attorney Booth reminded the Commissioners that at their meeting on June 9 they will be holding a public hearing Ordinance 1702 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTION 33.01.E OF THE OXFORD ZONING RODINANCE TO CLARIFY THAT CERTAIN STORMWATER MANAGEMENT PRACTICES SET FORTH IN THAT SUBSECTION SHALL APPLY TO PERMANENT THRESHOLD DISTURBANCES OF 5,000 SQUARE FEET OR LESS. She explained that this was a modification of 1 sq. ft. of ground on the ordinance which the Commissioners had already adopted.

Attorney Booth reported that she and Lewis had met with Cameron Mactavish a week and a half ago to work out the remaining details on the contract for the MEWS design and turned the discussion over to Mr. Mactavish. Mr. Mactavish provided the Commissioners with a schedule, and stated that he and an associate spent last Friday in the building working on an architectural survey and in the coming week he would have an engineering team coming back for a follow-up. This will give the team enough information to finish Phase 1 of the project. Mr. Mactavish noted that he wanted to make sure Lewis had enough information for an upcoming grant that has a due date in early June. Lewis added that in applying for the Community Legacy Grant the intent is to show progress even though Phase 2 will not quite be completed when the grant application is due. She added that she would need to be able to present an idea of how the town intended to develop the building and have a basic plan to include in the application. She was estimating a request of \$500,000. Mr. Mactavish stated that his concept was for a two-story front with a three-story rear and presented a model of his vision to share with the Commissioners. He also recommended talking to the State historic preservation office and getting them involved with the project from the beginning and offered to make contact. There was discussion regarding the desire to preserve the front elevation of the façade, to which Historic District Chair Tom Costigan stated he was very encouraged by what he was hearing and felt the town was taking a step in the right direction.

NEW BUSINESS

President Graves read aloud Ordinance 1703 – AN ORDINANCE OF THE TOWN OF OXFORD AMENDING FY 2017 GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1610 FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS. Administrator Lewis stated this amendment to Ordinance 1610 was to adjust certain line items that she had discussed with the Commissioners in the previously held budget workshop. As previously determined, the Public Hearing will be scheduled for May 23, 2017 at 6 pm. Commissioner Abruzzese made a motion to introduce Ordinance 1703, the motion was seconded by Commissioner Fronk, all were in favor and the motion carried.

President Graves read aloud Ordinance 1704 – AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE FY 2018 GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND ESTABLISHING A TAX RATE OF \$.30 PER \$100 OF ASSESSED REAL PROPERTY VALUE. Lewis stated the details of the budget had been discussed in the workshop with the Commissioners and at the previous town meeting whereby it was recommended that the tax rate be increased from .2952 to .30 in order to reduce it to two decimal points. She added that there are some large amounts in the budget that are dependent on grant funding, items which would fall off the budget if grants were not received, including the Causeway Stormwater Project and the Heritage Area Audio Tour Project. Commissioner Fronk made a motion to introduce Ordinance 1704, the motion was seconded by Commissioner Abruzzese, all were in favor and the motion carried. The Public Hearing for this ordinance is also scheduled for May 23, 2017 at 6 pm.

CLERK COMMENTS

Lewis presented the proposed Water/Sewer rate increases for FY 2017. The rates have increased about 7% each year since the start of the water/sewer construction project. The rates are scheduled to increase again in preparation for future debt and operational cost increases due to the upgrade of the WWTP plan. Currently the prior increases are allowing the town to pay interest on the interim finance for the plant as we work through the construction. Once the plant is built, if the town can stay in

compliance, additional grant funding from the State for operating expenses will be available. This will allow the town to better manage the rates until it is known what the actual operating expenses are going to be. Attorney Booth added that the operations grant is something that can be applied for every year but the State is going to want to see one year's worth of operation to know that the town is going to comply with the permit limits. Lewis noted that the Commissioners could introduce this ordinance tonight or wait until their next meeting. She added that she would like to schedule the Public Hearing for June 13, 2017 at 6 pm. Commissioner Fronk moved to introduce Ordinance 1705 setting Water and Sewer rates for FY 2018, the motion was seconded by Commissioner Abruzzese and unanimously carried with the Public Hearing scheduled as stated.

PUBLIC COMMENTS

Local resident Robert Hyberg commented that he admired the work and dedication that the Oxford Public Works crew provides to the town. Commissioner Abruzzese agreed stating that Superintendent Delude has a good crew.

There being no further business, a motion was made by Commissioner Fronk to adjourn the meeting, Commissioner Abruzzese seconded the motion, and the meeting was adjourned.

Respectfully submitted,

Cheryl Lewis, Town Administrator/Clerk-Treasurer