

TOWN OF OXFORD

BUDGET COMMITTEE MEETING MINUTES

March 17, 2026 @ 5:30PM

1. CALL TO ORDER and FLAG SALUTE

Chair Jonathan Tibbetts called the meeting to order and led the flag salute. Committee Members Crystal Deering-Robichaud, Joel Haslett, Sharon Jackson, Mark Libby, Joshua Porter, Jessica Richardson, Paula Thayer, Fire/Rescue Chief Wax-Armstrong, Deputy Chief Michael Doze, Transfer Station Manager Ed Knightly, Recycling Attendant Garrett Hersey, WWTF Superintendent Zhenya Shevchenko, Selectman Ernest Fitts IV, Finance Director Elizabeth Olsen, Town Manager Adam Garland, and Town Clerk Kathleen Dillingham were present.

2. Action on minutes dated March 10, 2026

*Member Jackson motioned to approve, seconded by Member Thayer.
Motioned passed 8-0.*

3. Budget Session

3.1 Follow up Budget Information

The Town Manager informed the committee that Elizabeth Calhoun resigned her position on the Budget Committee.
A copy of the Budget Committee Bylaws and the Third-Party Requests policy were provided for committee members.
Documents reflecting budget information for the scenarios of adding one or both unfilled police officer positions back were provided.
The budget for the Police Department was updated reflecting information for the Animal Control Officer which had inadvertently been left out.
Mowing bids will be opened on March 18th and brought before the Board of Selectmen on March 19th for their consideration.

3.2 Library Funding Request

Sara Lavertu, Vice President of the Board of Trustees for the Freeland Holmes Library presented their donation request of \$46,000.
Member Richardson asked Ms. Lavertu if the Board conducts fundraising and if they also have ongoing endowments to support their budget. She answered that they do receive small donations and they did a calendar fundraiser a couple years ago, but they primarily rely on funds received from the Town of Oxford for their budget.
*Member Jackson motioned to approve the donation request of \$46,000, seconded by Member Deering-Robichaud.
Motion passed 8-0*

3.3 Fire/EMS Department Budget/Capital Request – Fire Chief and Town Manager

The Town Manager explained the line items in the budget document.

Members asked for clarification on the status and need of the fulltime and per diem positions.

Questions over other line increases to the budget were answered by the Chief that the cost of immunizations and community relations events were underbudgeted.

There was discussion about removing unfilled fulltime positions versus adding per diem, as well removing fulltime positions and amending per diem and/or fulltime pay rates.

Member Jackson asked to see a comparison of pay rates for area towns. The Chief stated other towns are in union contract negotiations and are expecting increases.

Member Jackson motioned to remove one fulltime firefighter/ems positions from the proposed budget, seconded by Member Richardson.

Motion passed 8-0.

The committee's intent in removing the fulltime position would be to allow an increase in the per diem pay rate.

CIP

The Town Manager explained that the intent is to appropriate and save towards future items without having to borrow. The request is \$100,000.00. The Chief is requesting to replace the Cascade system which refills their air bottles. The current system is 20 years old and was obtained from the City of Auburn used.

Member Richardson motioned to approve the request of \$100,000, seconded by Member Thayer.

Motion passed 8-0

3.4 Public Safety Buildings Budget/Capital Request – Fire Chief and Town Manager

The Town Manager presented the line-item requests for the committee.

Member Thayer questioned why the electricity line had increased so much. Finance Director Olsen stated the Town was in a locked rate and the rates increased.

Member Jackson motioned to approve the Public Safety Building request of \$94, 213, seconded by Member Deering-Robichaud.

Motion passed 8-0.

CIP

The Town Manager explained the requests for the building. They are continuing to upgrade and replace the HVAC system and garage door mechanics, and replace four windows.

Member Deering-Robichaud questioned the age of the items they are looking to update and/or replace. It was answered that they are the age of the building.

Member Thayer motioned to approve the request of \$75,000, seconded by Member Richardson.

Motion passed 8-0.

3.5 Transfer/Recycle Budget/Capital Request – Transfer Station Manager and Town Manager

The Town Manager explained the line items in the budget document.

Member Libby asked if there were any cost savings to be found by moving from the two fulltime positions to parttime positions? Transfer Station Knightly stated per DEP regulations they have to have two fulltime employees at the Transfer Station and one parttime employee at the Recycling center per the DEP and the bylaws. He also said that it is important that he can be in the office to do paperwork and watch the scales.

Member Jackson motioned to approve the Transfer Station/Recycling Center budget request of \$652,544, seconded by Member Deering-Robichaud.

The motion passed 7-1 (Libby opposed)

CIP

Manager Knightly is requesting that the compactor trailer be replaced this year. He stated it cost \$3500 to have it inspected and stickered recently and they put an estimated \$1000 into welding portions of it. He is concerned the price will increase.

Member Thayer motioned to approve an amount of \$55,000, seconded by Member Richardson.

Motion passed 6-2 (Jackson, Porter opposed)

3.6 Sewer Budget/Capital Request – Sewer Superintendent and Town Manager

The Town Manager explained the line items in the budget document.

Member Deering-Robichaud asked how many hookups the system had and what does the casino account for. Superintendent Shevchenko said there were 107 connections and 476 users on the system.

Member Deering-Robichaud motioned to approve the WWTF budget request of \$506,838, seconded by Member Jackson.

Motion passed 8-0

CIP

The Town Manager went over the capital improvement budget for the Wastewater Treatment Facility. The request is \$70,000 and includes savings for the future, repairs and a security system.

Member Libby asked if the security system would provide them with a notice. The Superintendent explained he was looking for a system that would record and provide them with notices if anyone around the building or if a leak in the basement.

Member Thayer motioned to approve the request of \$70,000, seconded by Member Libby.

Motion passed 7-1 (Porter opposed)

3.7 Other budgets if time allows – Town Manager

None

4 ADJOURNMENT

Member Thayer motioned to adjourn, seconded by Member Jackson.

Motion passed 8-0.

Adjourned at 7:45PM.