

**Finance Committee Meeting Minutes  
Memorial Town Hall  
325 Main Street, Second Floor  
Oxford, MA 01540  
6:00 P.M. – October 1, 2025**

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OFFICE OF THE TOWN CLERK

**A. Call Meeting to Order**

Present: Marc Peterson, Chairman, Deborah Amaral and Michael Vigeant

Remote: Colleen Pappas, Vice Chair

Not Present: David Carter

The Chairman congratulated Ms. Katie McKenna. She has accepted another position up north. We wish her well in her future in endeavors!

Also Present: Jennifer Callahan, Town Manager, Katherine McKenna, Finance Director.

**B. Approve Meeting Minutes – May 7, 2025**

**Motion** by Mr. Vigeant to approve May 7, 2025, Meeting Minutes. Seconded by Ms. Amaral, the motion carried unanimously (4-0).

**C. Review, Discuss and Vote Recommendations on Special Town Meeting Warrant Articles**

The Town Manager and the Finance Director presented a slide show reading the Special Town Meeting Warrant Articles of October 8, 2025. The Finance Committee provided recommendations.

**ARTICLE 1.** To see if the Town will vote to transfer from available funds and appropriate a sum of money to pay unpaid bills of a prior fiscal year; or act thereon Sponsored by the Finance Director and Town Manager.

**Motion** by Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carries unanimously (4-0).

**ARTICLE 2.** To see if the Town will vote to raise by taxation or transfer from available funds and appropriate a sum of money to the Capital Stabilization Fund; or act thereon. Sponsored by the Finance Director and Town Manager.

**Motion** by Mr. Vigeant to recommend favorable action. Seconded by Ms. Amaral, the motion carried unanimously. (4-0)

**ARTICLE 3.** To see if the Town will vote to raise by taxation or transfer from available funds and appropriate a sum of money to the Stabilization Fund, for Fiscal Year 2026; or act thereon. Sponsored by the Finance Director and Town Manager.

**Motion** Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carried unanimously (4-0).

**ARTICLE 4.** To see if the Town will vote to raise by taxation or transfer from available funds, and appropriate a sum of money for unforeseen health insurance-related expenses; or act thereon. Sponsored by the Finance Director and Town Manager.

**Motion** by Mr. Vigeant to recommend favorable action. Seconded by Ms. Amaral, the motion carried unanimously (4-0).

**ARTICLE 5.** To see if the Town will vote to transfer the sum of \$50,000 (Fifty Thousand Dollars) from certified Free Cash into the Special Education Reserve Fund, established by ratification vote taken under Article 2 at October 3, 2018 Special Town Meeting; or act thereon. Sponsored by the School Committee.

**Motion** by Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carried unanimously (4-0).

**ARTICLE 6.** To see if the Town will vote to raise by taxation or transfer from available funds, and appropriate a sum of money for the purpose of developing and completing a comprehensive Master Plan for the Town, including all costs incidental and related thereto; or act thereon. Sponsored by the Planning Board and Board of Selectmen.

**Motion** by Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carried unanimously (4-0).

**ARTICLE 7.** To see if the Town will vote to repeal from the Town Bylaws, Chapter 62, Regulations of Cats; or act thereon. Sponsored by the Town Clerk.

**Motion** by Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carried unanimously (4-0).

**ARTICLE 8.** To see if the Town will vote to accept the provisions of G. L. c.138, §12D,

which, if accepted, would allow the Board of Selectmen as the local licensing authority of the Town, to approve a request from a licensee to convert an existing license to sell wines and malt beverages only for on-premises consumption to a license to sell all alcoholic beverages for on-site consumption, subject to all other provisions of G.L. c.138, including notice, publication, and certified mailing of, and a public hearing on, such conversion; or act thereon. Sponsored by the Town Manager and Board of Selectmen.

**Motion** by Mr. Vigeant to defer to the article to the Board of Selectmen. Seconded by Ms. Amaral, the motion carried unanimously (4-0).

**ARTICLE 9.** To see if the Town will vote to authorize the filing of a Home Rule Petition with the General Court of the Commonwealth of Massachusetts to authorize the Board of Selectmen as the local licensing authority of the Town to issue up to two additional licenses for the sale of all alcoholic beverages not to be drunk on the premises pursuant to Section 15 of Chapter 138 of the General Laws, such licenses to be non-transferable to any other person, corporation, or location, and to be issued by the Board of Selectmen subject to all other provisions of said Chapter 138; provided, however, that the General Court may make clerical or editorial changes of form only to the proposed special act, unless the Board of Selectmen approves such changes as are consistent with the public purposes of this petition prior to enactment by the General Court, or act thereon. Sponsored by the Town Manager and Board of Selectmen.

**Motion** by Mr. Vigeant to defer to the article to the Board of Selectmen. Second by Ms. Amaral, the motion carried unanimously (4-0).

**ARTICLE 10.** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, on such terms as the Board of Selectmen deems appropriate, the land and/or permanent and temporary easements in, on, under, over, across and along certain parcels of land located on or near Leicester Street and Mill Street and approximately shown on the plan entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Leicester Street Bridge No. 0-06-030 in the Town of Oxford Worcester County" dated 4-17-2024, last rev. 4-28-2025, prepared by Dawood, as it may be amended from time to time and/or incorporated into an easement plan, a copy of which has been placed on file with the Town Clerk, and land within 200 feet of said parcels, for the purpose of carrying out the Leicester Street Bridge Replacement Project as depicted on said plan and for any and all purposes and uses incidental or related thereto, including without limitation, for the construction, installation, inspection, maintenance, improvement, repair, replacement, and/or relocation of roadways, bridges, sidewalks, drainage, and utilities; and further to raise and appropriate, transfer from available funds, and/or borrow a sum of money for

the purpose of providing for such acquisition, and paying any and all costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions, appraisals, and surveys; and to authorize the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing; or act thereon. Sponsored by the DPW Director.

**Motion** by Ms. Amaral to recommend favorable action. Seconded by Mr. Vigeant, the motion carried unanimously (4-0).

**ARTICLE 11.** To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation to amend the Town Charter to delete from Chapter 5, Section 5-2-2 therein the language, "The town manager need not be a resident of the town when appointed, but he shall take up residence within eight months following his appointment"; provided, however, that the General Court may make clerical or editorial changes of form only to the proposed special act, unless the Board of Selectmen approves such changes as are consistent with the public purposes of this petition prior to enactment by the General Court; or act thereon. Sponsored by the Board of Selectmen.

**Motion** by Mr. Vigeant to defer the article to the Board of Selectmen. Seconded by Ms. Pappas, the motion passed (3-1) (Ms. Amaral opposed).

**ARTICLE 12.** To see if the Town will vote to amend Chapter XI-Motor Vehicle Access, Parking and Loading of the Town's Zoning By-Laws, to insert additional language in Section 2.3.1, to delete and replace Section 3 in its entirety, and to delete and replace Section 7.3 in its entirety, as shown on the document on file in the Town Clerk's office; or act thereon. Sponsored by the Planning Board and Town Planner.

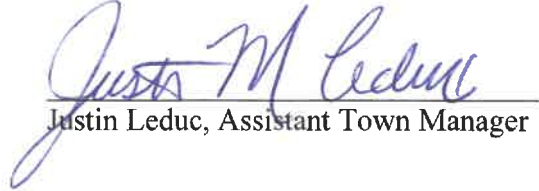
**Motion** by Mr. Vigeant to defer the article to the Board of Selectmen. Seconded Ms. Amaral, the motion carried unanimously (4-0).

**ARTICLE 13.** To see if the Town will vote to amend Chapter XVI - Definitions of the Town's Zoning By-Laws, to insert additional definitions in Section 2, to delete and replace several definitions within Section 2, and to delete redundant or duplicate definitions in Section 2, as shown on the document on file in the Town Clerk's office; or act thereon. Sponsored by the Planning Board and Town Planner.

**Motion** by Mr. Vigeant to defer to the article to the Board of Selectmen. Seconded by Ms. Amaral, the motion carried unanimously (4-0).

- D. Capital Meeting Scheduling** – The Finance Director will coordinate the meeting schedule and advised accordingly.
- E. Adjournment** – At approximately 7:15PM, **Motion** by Ms. Amaral to adjourn the meeting. Seconded by Mr. Vigeant, the motion passes.

Respectfully Submitted,



Justin Leduc, Assistant Town Manager