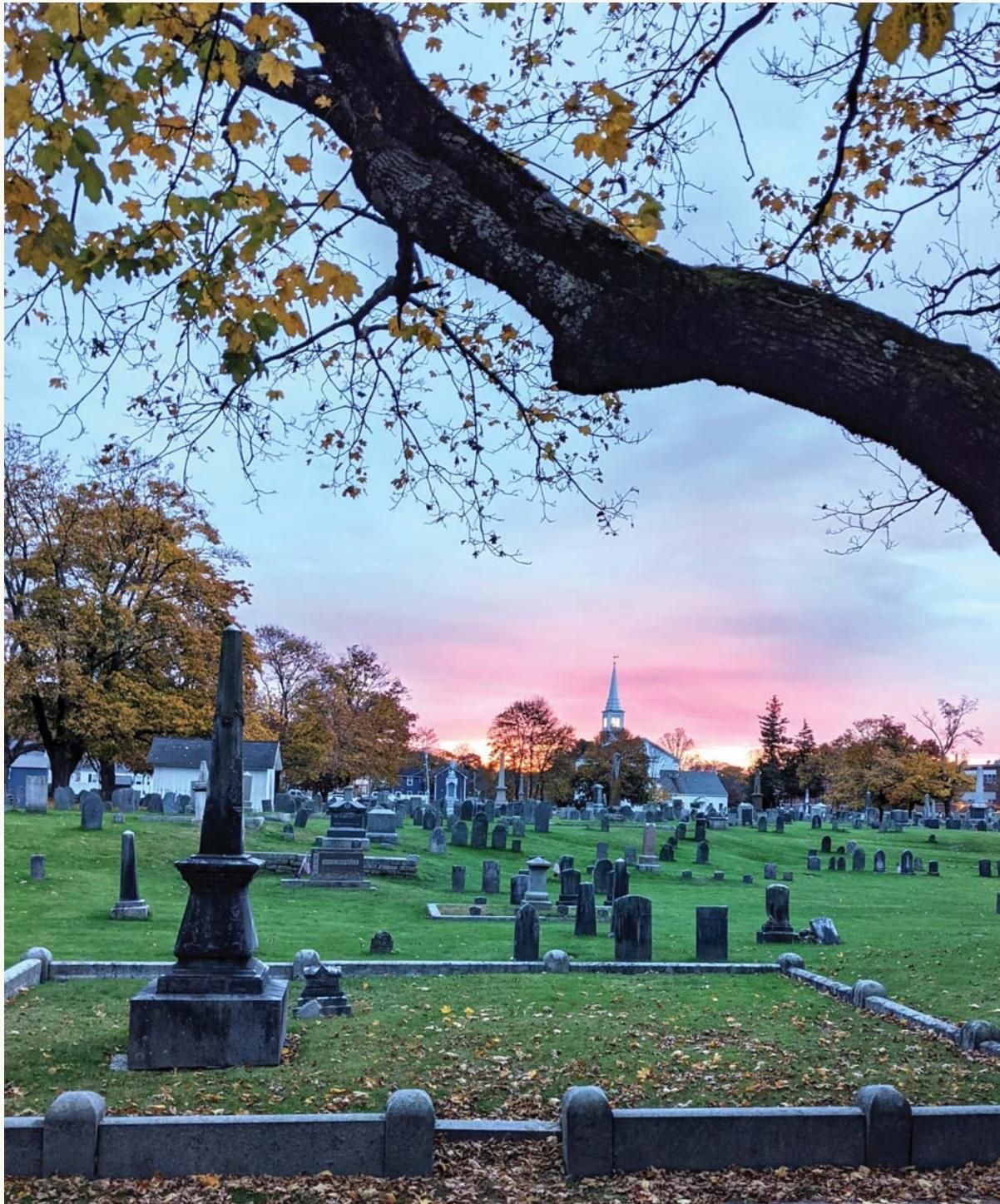


# TOWN OF OXFORD

## 2023



### ANNUAL REPORT



Above Photograph By: Shirley Melanson  
Front Cover Photograph By: Brielle MacDonald

# *In Memory of*

## *Claude Bingham*



DECEMBER 5 1946 - FEBRUARY 4, 2023

Affectionately known as Coach Bing, he was a fixture at OCC since the beginning, running athletic programs and keeping us all in line. Bing not only served our community of Oxford, but proudly served our nation in the US Marine Corps, US Army, and retired as Staff Sergeant 1st Class from the Army National Guard. Service, discipline, and integrity were hallmarks of Bing's character and he is sorely missed by the OCC family.



## *Mary Herridge*

February 26, 1965 - May 4, 2023



Mary was not only a remarkable coworker but a true friend to many of us in the office. Her dedication to her role was an inspiration, as evidenced by her numerous achievements. Mary was a kind and compassionate person who always went out of her way to help others. She will be deeply missed by all who knew her.

## *Francis Rawson*



DECEMBER 25, 1930 - SEPTEMBER 23, 2023



Francis C. Rawson, Jr.'s dedication to public service has left an indelible mark on the Town of Oxford. For over 20 years, Rawson selflessly served the Oxford Fire Department and Police Department demonstrating courage and integrity. In the Fire Department, he served as a Rescue Chief, Forest Fire Chief, and retired as a District Chief. Rawson showed resilience to emergencies as a reserve police officer while maintaining the safety of the community.

Beyond emergency services, he diligently worked for the Department of Public Works where he plowed and cared for the cemeteries. Rawson was U.S. Air Force Veteran of the Korean War. In addition to being a dedicated public servant, he was a proud member of the Oxford American Legion, Veterans of Foreign Wars, and Singletary Rod & Gun Club. His legacy and selfless contributions will be cherished.

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# 2023 ANNUAL TOWN REPORT

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<u>PRECINCTS</u>	<u>REGISTERED VOTERS</u>	<u>VOTING PLACES</u>	<u>GENERAL AREA</u>
1	2,661	A.M. Chaffee School	Southwest
2	2,483	Oxford Middle School	North
3	2,577	Oxford Middle School	Center
4	2,549	A.M. Chaffee School	Southeast
4A	<u>63</u>	Oxford Middle School	Northeast
<b>TOTAL</b>	<b>10,333</b>		

\*\*\*\*\*

#### GENERAL INFORMATION

<u>TAX RATE - FY2022</u>	<u>SIZE</u>	<u>ROAD MILEAGE</u>
\$ 13.64 per \$1,000	26.71 Square Miles	111.68
<u>LOCATION</u>	<u>ELEVATION</u>	<u>POPULATION</u>
14 miles South of Worcester 53 miles West of Boston 37 miles from Providence 165 miles from N.Y. City	510 Ft. above mean sea level at Town Hall	2023 Town Census 13,347

\*\*\*\*\*

#### ZIP CODES

AUBURN 01501	DUDLEY 01571	NO. OXFORD 01537	WEBSTER 01570
CHARLTON 01507	OXFORD 01540	ROCHDALE 01542	SUTTON 01590

## **TOWN OF OXFORD PHONE NUMBERS**

### **AMBULANCE SERVICE**

<b>Emergency from 987 phones .....</b>	<b>911</b>
<b>From all other phones.....</b>	<b>508-987-0156</b>
<b>Ambulance billing .....</b>	<b>508-987-6009</b>
<b>ANIMAL CONTROL .....</b>	<b>508-987-6047</b>
<b>BOARD OF APPEALS .....</b>	<b>508-987-6038 ext. 4</b>
<b>ASSESSOR.....</b>	<b>508-987-6036 ext. 3</b>
<b>BUILDING INSPECTOR .....</b>	<b>508-987-6038 ext. 4</b>
<b>CEMETERY SUPERINTENDENT .....</b>	<b>508-987-6006</b>
<b>COMMUNITY CENTER .....</b>	<b>508-987-6002</b>
<b>CONSERVATION COMMISSION .....</b>	<b>508-987-6044</b>
<b>COUNCIL ON AGING (SOCIAL CENTER).....</b>	<b>508 987-6000/6001</b>
<b>DPW.....</b>	<b>508-987-6006</b>

### **FIRE DEPARTMENT**

<b>Emergency from 987 phones .....</b>	<b>911</b>
<b>Fire Headquarters.....</b>	<b>508-987-6012</b>
<b>North Oxford Fire Station.....</b>	<b>508-987-6015</b>
<b>GAS INSPECTOR.....</b>	<b>508-987-6038 ext. 4</b>
<b>BOARD OF HEALTH .....</b>	<b>508-987-6038 ext. 4</b>
<b>HOUSING AUTHORITY.....</b>	<b>508-987-5055</b>
<b>HUMAN RESOURCES .....</b>	<b>508-987-6038 ext.1028</b>
<b>LIBRARY .....</b>	<b>508-987-6003</b>
<b>PLANNING DEPARTMENT .....</b>	<b>508-987-6038 ext. 4</b>
<b>PLUMBING INSPECTOR .....</b>	<b>508-987-6038 ext. 4</b>

### **POLICE DEPARTMENT**

<b>Emergency from 987 phones .....</b>	<b>911</b>
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**TOWN OF OXFORD PHONE NUMBERS CONTINUED**

From all other phones .....	508-987-0156
All other calls .....	508-987-0156
Hearing Impaired.....	508-987-3794
RECREATION COMMISSION .....	508-987-6002
<b>SCHOOL DEPARTMENT</b>	
A.M. Chaffee School.....	508-987-6057
Clara Barton School.....	508-987-6066
High School.....	508-987-6081
Guidance Office .....	508-987-6084
Middle School.....	508-987-6074
Special Education.....	508-987-6099
Superintendent of Schools.....	508-987-6050
SEALER OF WEIGHTS & MEASURES.....	508-987-6030 ext. 2
SEWERAGE INSPECTOR .....	508-987-6038 ext. 4
BOARD OF SELECTMEN.....	508-987-6027 ext. 6
TOWN ACCOUNTANT .....	508-987-6040 ext. 1019
TOWN CLERK .....	508-987-6032 ext. 1
TOWN COLLECTOR .....	508-987-6038 ext. 2
TOWN MANAGER .....	508-987-6030 ext. 8
TOWN TREASURER .....	508-987-6038 ext. 2
TREE WARDEN .....	508-987-6006
VETERAN'S SERVICES .....	508-987-6034 ext.105
WIRING INSPECTOR.....	508-987-6038 ext. 4

## **FEDERAL AND STATE OFFICIALS**

### **UNITED STATES SENATE**

#### **Senator Elizabeth A. Warren**

309 Hart Senate Office Building  
Washington, DC 20510  
Tel. 202-224-4543  
[www.warren.senate.gov](http://www.warren.senate.gov)

2400 J.F.K. Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
Tel. 617-565-3170

1550 Main Street, Suite 406  
Springfield, MA 01103  
Tel. 413-788-2690

#### **Senator Edward J. Markey**

255 Dirksen Senate Office Bldg.  
Washington, D.C. 20510  
Tel. 202-224-2742  
[www.markey.senate.gov/](http://www.markey.senate.gov/)

975 J.F.K. Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
Tel. 617-565-8519

1550 Main Street, 4<sup>th</sup> Floor  
Springfield, MA 01103  
Tel. 413-785-4610

### **SECOND CONGRESSIONAL DISTRICT**

#### **Congressman James P. McGovern**

370 Cannon House Office Bldg.  
Washington, DC 20515  
Tel. 202-225-6101  
<https://mcgovern.house.gov/>

12 East Worcester Street, Suite 1  
Worcester, MA 01604  
Tel. 508-831-7356



Photo Credit: Martin Falbisoner

**GOVERNOR**  
**Her Excellency Maura Healey**  
State House, Rm. 280 Boston, MA 02133  
Tel. 617-725-4005  
888-870-7770  
[Constituent.services@state.ma.us](mailto:Constituent.services@state.ma.us)

**LIEUTENANT GOVERNOR**  
**Her Excellency Kim Driscoll**  
State House, Rm. 280 Boston, MA 02133  
Tel. 617-725-4005  
888-870-7770  
[Constituent.services@state.ma.us](mailto:Constituent.services@state.ma.us)

**STATE SENATOR WORCESTER & NORFOLK DISTRICT**  
**Senator Ryan C. Fattman**  
State House, 24 Beacon St., Rm. 213A, Boston, MA 02133  
Tel. 617-722-1420  
[Ryan.Fattman@masenate.gov](mailto:Ryan.Fattman@masenate.gov)

**STATE REPRESENTATIVE SEVENTH WORCESTER DISTRICT**  
**Representative Paul K. Frost**  
State House, 24 Beacon St., Rm. 542, Boston, MA 02133  
Tel. 617-722-2489  
[Paul.Frost@mahouse.gov](mailto:Paul.Frost@mahouse.gov)

**STATE REPRESENTATIVE EIGHTEENTH WORCESTER DISTRICT**  
**Representative Joseph D. McKenna**  
State House, 24 Beacon St., Rm. 167, Boston, MA 02133  
Tel. 617-722-2810  
[joseph.mckenna@mahouse.gov](mailto:joseph.mckenna@mahouse.gov)



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## ***Town Officers***

### ***Elective Town Officials***

#### ***BOARD of SELECTMEN*** - 3 years

John Barry Eul, Jr. (2026)

Amy E. Frick (2025)

Robert J. King (2025)

Dennis E. Lamarche (2024)

Mark T. Lee (2026)

#### ***BOARD of LIBRARY TRUSTEES*** - 3 years

John J. Bowes (2026)

Carole A. Steina (2025)

Harry Roger Williams, III (2024)

#### ***MODERATOR*** - 3 years

Cheryll Anne LeBlanc (2026)

#### ***SCHOOL COMMITTEE*** - 3 years

Cory J. Burke (2026)

David P. Cornacchioli (2025)

Palmina Elizabeth Griffin (2024)

Jennifer L. Pearson (2026)

Todd M. Proctor (2024)

#### ***SOUTHERN WORCESTER COUNTY REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE*** - 3 years

##### **Oxford Members**

David H. Grenier (2024)

Benjamin J. LaMountain (2026)

##### **Auburn Members**

Mary R. Johnson (2026)

George A. Scobie, Jr. (2025)

##### **Charlton Members**

Donald J. Montville (2024)

Michael E. Tiberii (2026)

##### **Dudley Members**

Alfred Carl Reich, Jr. (2026)

Timothy M. Schur (2025)

##### **North Brookfield Members**

James N. Caldwell (2024)

Donald J. Gillette (2026)

##### **Paxton Members**

Peter M. Schur (2025)

Jeffrey Arthur Wentzell (2024)

##### **Rutland Members**

Joseph R. Becker (2025)

Anne Marie T. Pantos (2024)

##### **Southbridge Members**

Helen I. Lenti (2025)

John S. Pulawski (2024)

#### **Spencer Members**

Jesselyn Jane Gaucher (2025)

Robert L. Zukowski (2026)

#### **Webster Members**

Alfred E. Beland (2025)

Robert M. Trembley (2024)

#### ***OXFORD HOUSING AUTHORITY*** - 5 years

Karen Erickson (State Appointee)

Arsenio Sousa Luz (2028)

Margaret A. Madore (Tenant Member) (2027)

Dale J. Mahota (2025)

Wayne Alfred McFarland (2024)

### ***Appointive Town Officers***

#### ***Appointments by the Town Moderator***

#### ***CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST II***

Jennifer M. Callahan – Town Manager

Corina L. Casey. – Finance Committee

Amy E. Frick – Board of Selectmen

Katherine M. McKenna – Finance Director

Jean M. O'Reilly (2024)

Donna R. Stone (2024)

#### ***FINANCE COMMITTEE*** - 3 years

Deborah E. Amaral (2024)

David L. Carter, III (2026)

Corina L. Casey (2024)

Mallory E. Flagg (2025)

Colleen M. Pappas (2026)

Marc E. Peterson (2025)

Mark W. Steina (2024)

#### ***Appointments by Board of Selectmen***

#### ***ANIMAL CONTROL OFFICER/SLAUGHTERING/FIELD DRIVER/POUND KEEPER*** - 1 year

Kathleen Flynn (2024)

#### ***ASSISTANT ANIMAL CONTROL OFFICER***

- 1 year

Edward J. Hart (2024)

**ASSISTANT INSPECTOR OF**

**WIRES** – 1 year

Ronald C. Stevens (2024)

**AUCTIONEER AGENT** – Indefinite

Michelle A. Jenkins

**BOARD of APPEALS** – 5 years

Stephen P. Balcunas (2027)

Peter J. LaFlash (2026)

Thomas P. Purcell (2028)

David E. Silverman (2028)

Alfred Robert St. Germain (2024)

**Associate Members** – 3 years

Robert F. Keogh, Sr. (2026)

Vacancy (2026)

**CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION (CMRPC)** – 1 year

John Barry Eul, Jr. (2024)

Robert J. King (2024)

**CHARLES LARNED ENTERTAINMENT FUND** – 3 years

Cheyenne Grace Cusson (2026)

Joseph R. DePasquale (2024)

Vacancy (2026)

**CONSTABLES** – 3 years

Michael Baniukiewicz (2026)

Gregory J. Cofsy, (2024)

Richard M. Kneeland (2024)

Stephen Lapomardo (2024)

Michael C.G. Plante (2024)

John G. Puniskis (2024)

Mark Robbins (2026)

**CULTURAL COUNCIL** -

Dana M. Esposito (2024)

Deborah A. Horgan (2024)

Rebecca Lynn Ide (2024)

Debra Anne King (2025)

Robert W. Krasinskas (2026)

Nicole Mazzella (2024)

Melissa L. Moldover (2025)

Danielle Roberts (2026)

Patricia Caroline Rodier (2026)

Cynthia E. Saad (2024)

Laura Beth Wilson (2026)

Rose M. Wing (2025)

Albert J. Zelley (2024)

**DOWNTOWN BEAUTIFICATION COMMITTEE** – 1 year

Joel P. Masley (2024)

Juliana M. Masley (2024)

Cynthia E. Saad (2024)

Barbara C. West (2024)

Timothy P. West (2024)

**INSPECTOR of WIRES** – 1 year

Alfred Wayne Banfill (2024)

**CHIEF of POLICE** – 5 years

Michael Daniels (2028)

**MUNICIPAL LIAISON TO STATE ETHICS COMMISSION** - Indefinite

Michelle A. Jenkins

**MUNICIPAL LIAISON TO U.S. CENSUS BUREAU** - Indefinite

Michelle A. Jenkins

**PARKING CLERK** – 1 year

Cheyenne Grace Cusson (2024)

**REGISTRAR of VOTERS** - 3 years

John H. Flattery (2025)

Carol J. Graves (2026)

Michelle A. Jenkins (ex-officio)

Nancy L. Lohner (2024)

**TOWN MANAGER** – 5 years

Jennifer M. Callahan (2026)

**WELCOME TO OXFORD SIGN COMMITTEE** – 1 year

Glenn E. Krevosky (2024)

**WORCESTER REGIONAL TRANSIT AUTHORITY** – 1 year

Laura Beth Wilson (2024)

**Appointments by the Town Manager**

**ASSISTANT ACCOUNTANT/FUND ACCOUNTANT** - 3 years

Patricia A. Arcure (2024)

**ASSISTANT FENCE VIEWER** – 1 year

Peter J. Gerhard (2024)

**ASSISTANT SEWERAGE INSPECTOR** – 1 year  
Peter J. Gerhard (2024)

**ASSISTANT TOWN CLERK** – 1 year  
Vacancy (2024)

**ASSISTANT TOWN MANAGER** - 1 year  
Justin Michael Leduc (2024)  
Tony M. Sousa (2024)

**ASSISTANT TREASURER/COLLECTOR** - 3 years  
Vacancy (2024)

**BOARD of ASSESSORS** - 3 years  
Robert W. Fike (2024)  
Alexander Sendzik (2026)  
Claire D. Wilson (2025)

**BOARD of HEALTH** - 3 years  
Dina Jean Costa (2026)  
David R. Escobar (2025)  
Kerrie Ann Singer (2024)  
**Associate Members** – 3 years  
Ellin Marie Clifford (2026)

**BUILDING COMMISSIONER** – 1 year  
Patrick Stephen Dahlgren (2024)

**CEMETERY COMMISSIONERS** – 3 years  
Jane E. Davis (2024)  
Daniel John Viel (2026)  
Claire D. Wilson (2025)

**COMMUNITY CENTER DIRECTOR** –  
Indefinite  
Shelley L. Lambert

**CONSERVATION COMMISSION** -  
3 years  
Sheila P. Conroy (2026)  
Paul J. Cunningham (2026)  
Arthur Christian Firl, Jr. (2025)  
Wayne Alfred McFarland (2026)  
Thomas J. O'Neill, Jr. (2024)  
Albert Shahnarian (2025)  
J. William Zoldak (2024)

**COUNCIL ON AGING** -  
3 years

Karen M. Erickson (2024)  
Carole A. Fegreus (2025)  
Robert W. Krasinskas (2024)  
Carolyn M. Merson (2026)  
Joyce A. Nilson (2025)  
Jody Marie Williams (2025)  
Rose M. Wing (2026)

**DEPARTMENT of PUBLIC WORKS**  
**DIRECTOR/SUPERINTENDENT of**  
**STREETS** – 1 year  
Kevin T. Duffy (2024)

**EXECUTIVE ASSISTANT TO THE BOARD**  
**of SELECTMEN** – 1 year  
Laureen Gilbert (2024)

**FENCE VIEWER** – 1 year  
Kevin T. Duffy (2024)

**FIRE CHIEF/EMS DIRECTOR** - Indefinite  
Laurent R. McDonald

**HUMAN RESOURCE SPECIALIST** –  
Indefinite  
Joanne F. Frederick

**INSPECTOR of ANIMALS** – 1 year  
Kathleen Flynn (2024)  
Edward J. Hart (2024)

**INSPECTOR of GAS PIPING and GAS**  
**APPLIANCE in BUILDINGS** – 1 year  
Paul D. Mazeika (2024)

**MASTER PLAN IMPLEMENTATION**  
**COMMITTEE** – 5 years  
Stephen C. Anderson (2026)  
Gordon Cook (2026)  
Paul J. Cunningham (2026)  
John Barry Eul, Jr. (2026)  
Norman J. LeBlanc, Jr. (2026)  
Dennis E. Lamarche (2026)  
Roger McCarthy (2026)  
Jean M. O'Reilly (2026)

**MUNICIPAL HEARING OFFICER** -  
1 year  
Alfred Wayne Banfill (2024)

**PERSONNEL BOARD** - 3 years

S. Veronica Bachard (2024)  
William R. Capers (2024)  
Juliana M. Masley (2026)  
Debra Rose McDonald (2026)  
Rebecca A. Power (2024)

**PLANNING BOARD** - 5 years  
Kristine V. Bird (2025)  
Sheila P. Conroy (2028)  
Ronald D. Donaghy (2024)  
Richard A. Escolas, Jr. (2026)  
Craig P. Holmberg (2024)  
Roger L. McCarthy, Jr. (2028)  
Matthew Einar Pearson (2027)

**RECORDS ACCESS OFFICER** – Indefinite  
Michelle A. Jenkins

**RECREATION COMMISSION** - 5 years  
Jody John Anderson (2024)  
Gregory G. Gray (2024)  
Eric E. Lambert (2027)  
Joel P. Masley (2026)  
Wayne Alfred McFarland (2026)  
Kerry A. Russell (2028)  
Vacancy (2025)

**SEALER of WEIGHTS and MEASURES** – 1 year  
Ronald William Valinski (2024)

**SENIOR CENTER DIRECTOR** – Indefinite  
Laura Beth Wilson

**SEXUAL HARASSMENT GREIVANCE OFFICER** – 1 year  
Joanne F. Frederick (2024)

**SUPERINTENDENT of SEWERS** – 1 year  
Kevin T. Duffy (2024)

**HISTORICAL COMMISSION** - 3 years

Terrence A. Cummings (2025)

Jean M. O'Reilly (2024)

A. Russell Pytko (2025)

Richard A. Shumway (2024)

Emily F. Thomas (2026)

Claire D. Wilson (2026)

Albert J. Zelley (2026)

**TOWN CLERK** - Indefinite

Michelle A. Jenkins

**SEWERAGE INSPECTOR** – 1 year  
Kevin T. Duffy (2024)

**TOWN ACCOUNTANT/FINANCE DIRECTOR** – 3 years  
Katherine M. McKenna (2026)

**TOWN ASSESSOR** – 3 years  
Alexander Sendzik (2026)

**TOWN COUNSEL** – Indefinite  
KP Law – Lauren F. Goldberg, Managing Attorney

**TOWN PLANNER** – Indefinite  
Eric Rumsey

**TREASURER/COLLECTOR** – 3 years  
Cheyenne Grace Cusson (2026)

**TREE WARDEN/SUPERINTENDENT of INSECT CONTROL** – Indefinite  
Jacob M. Mackowiak

**VETERANS' AGENT** - 1 year  
David S. Adams (2024)

**Appointments by the Town Manager and the Board of Selectmen**

**COMMISSION on DISABILITY** – 3 years  
Carol Marie Kuzdzal (2026)  
Debra B. LaMarche (2026)  
Wayne Alfred McFarland (2025)  
Jennifer L. Pearson (2024)  
Angelina Rocheleau (2024)  
Kelly J. Twombly (2025)

\*\*\* Dates are as of December 31, 2023

***Appointments by the Board of Health***

***BOARD of HEALTH AGENT/DIRECTOR of PUBLIC HEALTH*** – Indefinite  
Rike M. Sterrett

***BURIAL AGENT*** – Indefinite  
Michelle A. Jenkins

***INSPECTOR of PLUMBING*** – 1 year  
Paul D. Mazeika - Indefinite

***Miscellaneous Appointments***

***CONSERVATION AGENT*** – Indefinite  
Judith A. Lochner

***DIRECTOR of FACILITIES*** – Indefinite  
Michael Lupis

***HOUSING AUTHORITY – EXECUTIVE DIRECTOR*** – Indefinite  
Barry Nadon, Jr.

***INSURANCE ADVISORY COMMITTEE*** – Indefinite  
Brianna Ajemian  
Daniel James Ausmus  
Angela Bernard  
Scott M. Cheney  
Dennis L. Fitzgibbons  
Susan M. Grenier  
Donna M. O'Halloran  
Joann Somers

***DIRECTOR of LIBRARIES*** – Indefinite  
Brittany S. McDougal Bialy

***SUPERINTENDENT of SCHOOLS***  
Michael Lucas

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# GENERAL GOVERNMENT

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## BOARD OF SELECTMEN

2023 has been a year of change in the Town of Oxford. The Board of Selectmen along with other Town Departments have endured turnover which involved the departure of key staff members. These individuals are highly thought of and will be greatly missed. Through these difficult times the Board continued to move forward with strength and endurance.

The Board of Selectmen typically meets the first and third Tuesday of each month. The Board of Selectmen make policy decisions, issue permits and licenses for car dealerships, alcohol, entertainment, special permits for earth removal, animals and more. The Board of Selectmen along with the Town Manager, are the appointing and the executive body of the Town. The Board of Selectmen also have appointing authority for the Town Manager.

The Board re-organized after the Annual Town Election in May, after the departure of the previous Chairman Norman J LeBlanc Jr., who was an active member of Board for three years, and Member Timothy Moriarity who served for one year. The Board thanks Mr. LeBlanc and Mr. Moriarty for their fairness and level-headed presence throughout their term. The Board's newly elected members in 2023 were John B Eul Jr. and Mark T Lee. The Board's re-organization named Dennis E Lamarche as Chairman, John B Eul Jr. as Vice-Chair and Amy Frick as Secretary.

The Board reviewed and updated numerous Board Policies. Several proclamations and declarations for National Weeks and Monthly Awarenesses were approved by the Board. Certificates of Recognition were given to members of the community that have made an impact.

### Licensing

The Board of Selectmen's Office issued the following licenses and permits in 2023.

<b>License:</b>	<b>Fees:</b>
Automatic Amusement	\$240
Class I	\$600
Class II	\$1,800
Class III	\$200
Common Victualler	\$2,200
Liquor	\$22,875
Special Privilege Hours	\$1,350
Special Permit for Animals	\$580
Sunday Entertainment	\$600
Weekday Entertainment	\$325
Flammable Storage	\$200
Earth Removal	\$820
<b>TOTAL</b>	<b>\$31,790</b>

The Oxford Board of Selectmen would like to thank all Town employees, Board, Committee and Commission members, local businesses, and residents for their contributions, which made 2023 a successful year in Oxford. The Board would like to specifically thank all Town employees who retired in 2023 and welcome the new members of our team. We take pride in the professionalism and dedication of all Town staff.

The Board would also like to acknowledge the effort, commitment and leadership of Town Manager Jennifer Callahan and Assistant Town Managers Justin Leduc and Tony Sousa.

Whether you are a new or a long-time resident, the Board of Selectmen thanks you for your support and dedication to making Oxford a wonderful place to live. The Board does not say that lightly, Oxford is truly a wonderful Town with a great sense of community. We hope to see you at an upcoming community event or to hear of your efforts volunteering to serve this great place we call home in one way or another. The Board always encourages residents to participate in their Town Government and to exercise their right to vote. It is the contributions of residents and volunteers that help keep our Town moving forward.

*Respectfully submitted,  
Dennis E Lamarche  
Board of Selectmen, Chairman*

#### **TOWN MANAGER**

As we reflect on 2023, it is evident that the Town of Oxford has remarkably improved, not only its financial position, but also enhanced the municipal services provided to residents over the past several years. One simple, but important element I remain dedicated to is applying the best financial practices across every town department. This includes supporting effective processes, employing the most qualified personnel, and creating efficiencies where practicable. Oxford's financial health has remarkably improved by building substantial reserves, implementing greater efficiencies, modernizing processes and providing enhanced public services. I am proud of the progress the Town has made each year towards incrementally building capacity for the addition of resources, equipment, and personnel. As Town Manager, I understand and constantly communicate that there are indeed limits to how fast any community can grow to support all its needs. While negative headlines plagued the news regarding inflation, climate change and war, Oxford had a different story to tell and achievements to celebrate.

For the third year in a row, Oxford received the "Distinguished Budget Presentation Award" from the respected Government Finance Officers Association (GFOA) of the United States and Canada. Oxford is one of approximately three dozen communities in Massachusetts to achieve this national distinction. Our review by an expert panel this year placed Oxford's submission in the Outstanding Category for nine separate review areas. Receiving such a prestigious award for three years in a row is indicative of our commitment to developing a comprehensive budget document that aligns the goals and values of a community with its allocation of resources.

Oxford had significant progress towards improving recreation and historical preservation through 2023. At the October 2022 Special Town Meeting, residents approved the purchase of 82 Charlton Street. Like any property purchase, it took some time before finalizing the sale and the

Town had the deed recorded on June 29, 2023; thus, the beginning of making plans for the property. I am extremely thankful to the volunteers that “stepped up” to clean the blighted property in the Fall of 2023. The timing of the acquisition could not have been better, as our grant proposal submitted to the 2023 MassTrails Grant Program was also approved! The Town of Oxford received \$500K towards the French River Regional Shared Use Path. The proposed project will traverse north to south over an abandoned railroad bed and existing trails. In addition to recreational opportunities related to the French River, this shared-use path would provide access to historical and cultural features within the Town of Oxford.

Updating the Open Space & Recreation Plan was another major accomplishment for the Town during calendar year 2023! Open Space & Recreation Plans normally need revisions every seven years, so Oxford was well overdue for an update. We kicked things off in early January 2023 by planning a community survey to ascertain resident support for and value of town-wide recreational and open space areas. After the survey, we held a well-attended community forum on June 28, 2023 at the Carbuncle Beach House. The forum was a walk-through style event with eight interactive stations that featured information and activities with everything from trails to recreation facilities! Additionally, residents provided feedback about the future of recreation in Oxford. Just after the start of the New Year, the Town of Oxford’s Open Space & Recreation Plan received conditional approval from the Department of Conservation and Recreation. This makes Oxford eligible for future grant funding for park and recreation projects through January 2031. Special thanks to Assistant Town Manager Tony Sousa, Community Center Director Shelley Lambert, Conservation Judy Lochner, Recreation Commission members Joel Masley and Roger McCarthy, for leading this important planning initiative funded by a \$30,000 grant! We look forward to applying for additional grant funds in 2024!

With respect to addressing climate change, Oxford submitted its first Municipal Vulnerability Preparedness (MVP) Plan to the Executive Office of Energy and Environmental Affairs for their review and approval in early 2023. This was yet another technical assistance project receiving grant funds totaling \$26,900. The Town received designation as an MVP Community in early 2024! This welcome designation allows Oxford to apply for MVP Action Grants through 2029. Thank you to Fire Chief Laurent McDonald, Assistant Town Manager Tony Sousa, Conservation Agent Judy Lochner, and our DPW Director for all their hard work and dedication to preparing Oxford for climate change! Thank you also to the many residents and board members who provided invaluable feedback throughout the planning process! Oxford will be ready to apply for important climate resiliency infrastructure funding as early as Spring 2024.

Additionally, the Town received another \$30,000 technical assistance grant to develop its first comprehensive Housing Production Plan (HPP). The Town Manager’s Office retained the services of the Central Massachusetts Planning Commission (CMRPC) to begin working to produce this plan. An HPP is designed to help a town better understand its local housing needs, affordability demands, development constraints and future production opportunities. It also provides a vision for future affordable and market-rate housing. In late 2023, a town-wide survey commenced to begin gathering data to assess housing needs and demands for the residents of Oxford. There has been an excellent response to the survey thus far. Public workshops, the analysis of survey data collected and sharing of the results are in the works for next year to gain more resident input.

In 2023, a record multi-billion dollar settlement was reached in the national opioid litigation involving three big pharmaceutical distributors and Johnson & Johnson. Oxford was part of the original class action suit brought against opioid manufacturers filed in 2019. This settlement resulted in the creation of a national fund of approximately \$26 billion. Pursuant to an allocation agreement reached with the Attorney General, Massachusetts municipalities would receive forty percent of the Commonwealth's settlement proceeds. Oxford will receive \$491,211 over a 16-year period to help in its fight against Opioid addiction and substance abuse. In 2023, another multi-billion dollar settlement involving pharmaceutical stores involved in opioid distribution was settled. The Board of Selectmen authorized the Town Manager to participate in the class action settlements of several major pharmacy franchises (CVS, Walgreens, Walmart, etc.) totaling \$20 billion. The proposed settlements each had an opt-in procedure before they became effective, in which municipalities had to opt-in to participate by April 18, 2023. We expect some of the settlement awards for Oxford to begin coming to the Town in 2024.

In November of 2022, the Town received a Community Compact Best Practices grant of \$45,325 to update the Town's outdated 1994 ADA Self-Evaluation and Transition Plan. Throughout 2023, the Town Manager's Office coordinated many of tasks associated with updating its ADA Self-Evaluation and Transition Plan document and contracted with the Institute for Human Centered Design (IHCD) firm to assist with producing an updated plan. IHCD spent much of 2023 conducting detailed assessment surveys of all municipal buildings, schools, and recreational sites in terms of disability access and compliance. We are confident these efforts will yield more comprehensive accessibility blueprint for the Town!

## **GRANT FUNDING**

I have worked closely with all Town Departments over the past five years to seek alternative funding to assist with meeting departmental needs and reducing the burden on taxpayers. One-time revenues including grants and earmarks allow the Town to meet the needs of the Town Departments outside of the Town's annual operating budget. The outcome of pursuing these grant-funding sources results in not only improved departmental services, but also reduced local taxation for residents.

In addition to the many technical assistance grants and Mass Trails funding, Oxford was the recipient of many other grants throughout 2023, particularly in the Public Health sector. In early 2023, the Town received notice from several agencies, including the Community Health Index, Massachusetts Department of Public Health and the Office of Equity that it was receiving a \$12,000 grant. The grant is funding a study on needed accessibility improvements between the Oxford Housing Authority, Orchard Hill, and Oxford Crossing on Sutton Avenue. The Town also received Federal funding of \$26,500 to assist with developing a written Foodborne Illness and Food Defense Preparedness Response Plan. The document provides a standardized approach for our Public Health officials to mitigate the spread of foodborne illnesses. Lastly, the Town received a National Center of Health, Physical Activity and Disability's (NCHPAD) grant of \$24,000. This grant funding will assist our Public Health Department with addressing equity for people with disabilities and inclusion in physical and social activities. Additionally, the grant funding and project will continue into 2025 and 2026, subject to availability. Special thanks to our Public Health Director, Rike Sterrett for spearheading these efforts!

Oxford also obtained several grants in the areas of Human Services and Culture and Recreation during 2023. The Town received a Janet Malser Humanities Trust \$10,000 Award to assist our Community Center with event programming such as Movies on Main, Scarecrows on the Common, and the Winter Festival! As Town Manager, I supported the efforts of the Congregational Church for a restoration grant of its steeple and belfry, which also received a grant award of \$38,000 from the Janet Malser Humanities Trust! The Oxford Community Center received a \$4,000 grant from the Office of the Attorney General as part of the Healthy Summer Youth Jobs Grant. This funding helped to offset the costs of the 2023 Carbuncle Beach Summer Programs. Both our Community Center and Senior Center applied and received grants from the Taft Charitable Trust totaling \$20,000 and utilized the funding to support ongoing cultural, fitness, and recreation programs at the Community Center and the nutrition program at the Senior Center. Lastly, the Town received a Massachusetts Cultural Council Cultural Sector Recovery Grant of \$43,030 to assist our Public Library with ongoing efforts to enhance cultural programming and outreach post-pandemic! A huge thank you to Library Director Brittany McDougal, Community Center Director Shelley Lambert and Senior Center Director Laura Wilson for their ongoing efforts in securing outside grant funding to support local programming and services!

Public Safety was another area where our grant applications were extremely successful! The Oxford Police Department received a small local business grant of \$1,486 from the Home Depot Foundation during the summer of 2023. This grant funding went towards mulch and flowers as well as a new refrigerator and microwave for the Oxford Police Department. The Department also received a \$30,102 grant from the Executive Office of Public Safety & Security to modernize the radios for officers by replacing 10 older portable radios. Our Fire/EMS Department received a grant totaling \$6,500 from a State environmental administrative order. This funding came from a settlement involving a local company, APG New England, for violating air quality regulations. The allotted funds helped to purchase two thermal imaging cameras for the fire department's apparatus as well as a multi-gas detection meter (CO, hydrogen cyanide) for air quality analysis during hazmat emergencies. In 2023, the Oxford Fire Department also received both a Student Awareness of Fire Education Grant of \$3,781 and a Senior SAFE Grant of \$2,077 for the promotion of fire prevention and safety education! A special thank you to Former Police Chief Tony Saad, Police Chief Michael Daniels and Fire Chief Laurent McDonald for working to secure these grant funds!

With respect to infrastructure and equipment grant funding, the Town of Oxford was successful in securing Green Communities grant funding of \$200,000! The Green Community grant projects included an HVAC controller upgrade and chiller replacement for the Oxford Library as well as weatherization improvements for both the Oxford Middle and High Schools. This is the fourth annual Green Communities grant proposal we have secured and brings our total Green Communities grant funding to approximately \$800,000! In June of 2023, the Town received notice from the Executive Office for Administration and Finance that its Community Compact Fiber grant proposal to run municipal fiber to the concession stand at Ruel Field Complex was approved. The grant award of \$20,000 funded the installation of fiber cable to connect the concession building to the Town's Network and install security cameras to provide 24-hour security coverage of the basketball courts, concessions, bathrooms, baseball fields and soccer fields.

In December of 2023, Oxford received notice the Community Compact Program had selected our Information Technology Grant Proposal to receive \$142,500 in funding! This much needed grant funded proposal seeks to digitize the Board of Health, Building Department, and Planning Board paper records. This includes all property-related permits, zoning and planning documents, food permits and septic plans. We estimate over 20,000 oversized documents such as maps and septic drawings and over 500,000 standard size documents will be disassembled, scanned, indexed, and archived. Not only will this digital conversion project enhance our ability to find and retrieve documents, but it will also free up space in our storage areas and preserve the history of projects of the community for future generations.

## CAPITAL PROJECTS

It is no secret as an historic community that Oxford's infrastructure is aging and that the escalating costs of repairs have been a challenge for multiple years. This occurrence is not exclusive of school buildings. Leading up to a December vote to approve a \$10M debt exclusion borrowing to fund major school repairs, tremendous efforts were made to ensure residents were well informed of the capital needs of the schools. As was the case at the October Special Town Meeting, voters were prepared to decide the future of the school buildings with a vote of approval. The ballot question passed by a 2 to 1 margin at the polls. I want to thank Town Clerk Michelle Jenkins, the Election Workers and all other staff that were involved in the Special Election to bring the debt exclusion question to the voters this past December.

Starting in 2023, MassDOT commenced the Route 20 Reconstruction Project in Charlton and Oxford to improve safety and traffic operations. The \$106M proposed work included widening the roadway, replacing bridges over both the Little and French Rivers, adding sidewalks and shared use paths, installing a median barrier, improving safety and traffic operations at various intersections, and enhancing storm water treatment. We are anxiously awaiting the conclusion of the project!

With respect to road maintenance, 2023 had a lot of activity in the areas of road repair and resurfacing. Guided by Oxford's newly updated three year Pavement Management Program and five year Capital Improvement Plan, the application of rubber chip seal was completed on fifteen low-traffic volume streets. Such applications to roads can extend a street's life up to ten years and the total cost was just over \$268,000. Streets receiving these seal improvements included the following: Nelson Street, Patton Street, Ashton Street, Hamilton Street, Bacon Street, Douglas Road, Linwood Street, Colony Avenue, Esposito Court, Woodlawn Avenue, Hubbard Street, Lucy Drive, Malden Street, Old Cudworth Road and Mayfair Circle. The DPW also completed shim and overlay improvements on some low-traffic volume streets with moderate surface distress. These improvements can extend the life of the pavement from twelve to fifteen years and cost just over \$410,000. Sacarrappa Road, Marshall Street, Rollingwood Drive, Hillcrest Drive, and Hillcrest Circle were the five streets done. All of the major road improvements to both Fremont and Sigourney Streets were also completed during this year's construction season. These improvements were part of a \$224,000 Complete Streets grant award Oxford received after developing a new approved Road Prioritization Plan. During the fall of 2023, MassDOT finally addressed the Fairlawn and Main Street Pedestrian Island by removing it, repaving and

repainting the crosswalk area. This resolution comes after repeated requests to the agency to come up with a solution for the poor placement of the island.

In September 2023, the Manager's Office provided a Notice of Award to J.D. Rivet & Co, Inc. to replace the roof at Oxford Fire Station Headquarters. The Town received four bids and the lowest responsive bid came in at \$152,000. The roof replacement occurred in October 2023. The Senior Center Roof replacement request for bids closed on September 29, 2023 and the Town received five bids ranging from a high of \$64,100 to a low of \$41,342. JJS Universal Construction received a Notice of Award and went on to complete reconstruction of the Senior Center roof prior to the arrival of the Winter Season. This project included removing and relocating the HVAC System that was originally on the roof.

Many improvements occurred over the summer of 2023 to Joslin Park regarding ADA access. The new circular ADA concrete path was finished. Additionally, our DPW staff installed ornamental solar bollards to illuminate areas of the park, including the sidewalk and walkways to assist those who are visually impaired and to improve nighttime pedestrian safety.

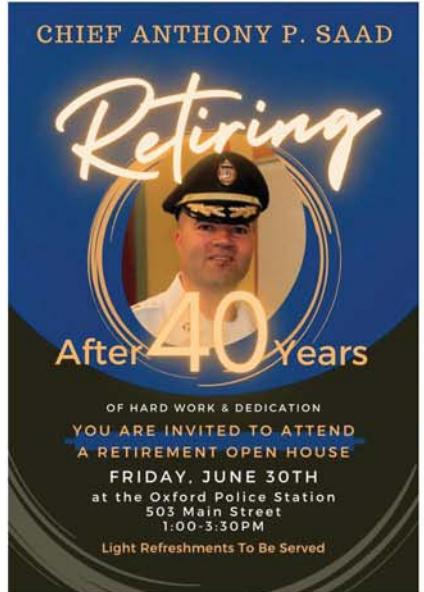
## **HIGHLIGHTS OF 2023**

The pandemic will enter into history books as a worldwide tragic loss of life and a complex multi-year emergency management issue for states across the nation to address. In Massachusetts, as of March 2023, over 22,414 residents' lives had been lost since the beginning of the pandemic. Governor Healey announced the COVID-19 Public Health Emergency ended on May 11, 2023 to align with the end of the federal public health emergency.

The 2023 Employee of the Year was awarded to longtime DPW Operations Manager, Steven Esposito! Numerous staff nominated and recognized Steve for his outstanding dedication and contributions to the Oxford Department of Public Works. He received passionate acknowledgement for his unwavering support of staff across all departments as well as his detailed oversight of and attention to all highway operations. Steve is also an accomplished woodworker. He used pieces of the renowned Huguenot Oak to create beautiful furniture, clocks and plaques, which are on display at several of our Town buildings to be enjoyed for years to come by the public! Thank you Steve for your heartfelt community contributions, team spirit and love for your hometown. Steve will always be Oxford's Shining Star!

One of the more challenging areas of municipal government in 2023 was the area of personnel changes. Throughout 2023, we experienced multiple areas where Oxford experienced staff turnover for a multitude of reasons. After 40 years of dedicated service, the announcement of Police Chief Anthony Saad's retirement had far-reaching impacts for both the Police Department and community alike. After a lengthy professional search for a new Police Chief, we welcomed Lieutenant Michael Daniels as the new Oxford Police Chief on September 5, 2023. In addition to Chief Saad's retirement, both Lieutenant William Marcelonis and Detective Kevin LeBreton retired from the Oxford Police Department after a combined total of over 57 years of service!

# Manager's Snapshots 2023



We shall miss all of these fine officers and everything they brought to the Oxford Police Department. We wish them the best for long and happy retirements!

Both the Selectmen and Manager's Offices experienced a tremendous loss with the departure of Executive Assistant Dee Green, who went on to work for another municipality. Dee was truly a dedicated professional who made the management of the diverse responsibilities of the Selectmen's Office seem effortless. Her work producing the Annual Town Report each year and capturing the history of milestones for the community was outstanding. Fellow employees, town officials and the public were fortunate to experience her exceptional service. She was a consummate professional through and through. We shall always wish her well in all of her future endeavors and know she will always be a bright star wherever her career path shall lead!

In early June, DPW Director, Jared Duval, made a difficult personal and professional decision to change career paths. Jared was an exceptional member of our Management Team as Oxford's DPW Director and former Assistant DPW Director. We wish Jared the very best in his future endeavors and we shall truly miss his everyday presence and leadership. It was indeed challenging to find an experienced engineering professional to step into the vacant role in the middle of the construction season. However, after another lengthy search to fill the DPW Director position, Oxford was extremely fortunate to hire Director Kevin Duffy in October of 2023. Director Duffy has been a wonderful asset to the Department and possesses years of professional engineering and public works experience. Before Director Duffy was hired, the Department had dedicated staff like Operations Manager Steve Esposito and Project Manager Peter Gerhard (now Assistant DPW Director!) step up to help keep things moving throughout the construction season. We thank them for their leadership and commitment to the community!

Oxford hired Mr. Eric Rumsey as the new Town Planner in August 2023. Eric came to Oxford with over 20 years of professional experience working for municipalities, including Southbridge and Killingly, CT and oversaw regulatory compliance for a diversity of commercial, industrial and residential projects. In addition to being a Town Planner, he has also worked as a GIS Coordinator and Conservation Agent. He has written zoning, conservation and wetlands protections bylaws, regulations and developed manuals for navigating planning and zoning procedures. We welcome Eric and feel fortunate to have him providing technical guidance to Oxford's boards, commissions, and agencies.

In September, Treasurer Collector, Jillian Patch, submitted a letter expressing her intention to work for another municipality much closer to where she lives. Ms. Patch came to Oxford in 2019 with many years of experience as an Assistant Treasurer Collector, a financial collections background and business degree. Jillian was a very important member of the Manager's Financial Team and worked on strategically developing new financial management policies and operations, addressing outstanding receivables, streamlining tax collections and conducting a number of successful public tax title auctions. Former Assistant Treasurer/Collector, Cheyenne Cusson, was recently appointed in early December 2023 as our new Treasurer/Collector. Like Ms. Patch, Ms. Cusson has been a dedicated employee and has solid municipal experience in the areas of collections and treasury responsibilities.

Despite staff turnover, Oxford had multiple exciting events and milestones to celebrate throughout 2023. This past year, Ed Hart, our Assistant Animal Control Officer, received the

prestigious honor as the 2023 Animal Control Officer of the Year Award. The Massachusetts Society for the Prevention of Cruelty to Animals and the Animal Rescue League of Boston annually recognize distinguished service in the field of animal control. Mr. Hart received formal recognition at the annual banquet meeting in October 2023 held in Auburn, MA. This is a remarkable achievement and we continue to celebrate it with him for his outstanding commitment to his profession and to the Town of Oxford as a valued member of our staff!

In 2023, the Oxford Business Association officially bestowed a new park upon the Town of Oxford. The park, located just off Sutton Avenue near the Town Center, is the Dorothy Taft Barre Park in honor of Oxford's WWII Veteran Army Nurse. Dorothy is over 105 years old, she was at the Battle of the Bulge, and is a longtime resident and local icon! At a ceremony held jointly by the Oxford Business Association and Town Officials in June 2023 the park was dedicated to Dorothy where she was present to receive recognition. It is an honor to Oxford residents and businesses to have benefited from her many contributions to both the community and nation for over more than a century! Congratulations Dorothy!

Oxford hosted the Little League State Finals in late July 2023. Oxford Little League had an extremely large turnout of athletes and spectators from all over the State. Although the weather did not cooperate, President of Oxford Little League, Phil Davis, extended his appreciation for the support demonstrated at the State Finals by town officials. After the storms passed, the League was still able to get some games in and the finals were an overwhelming success. Holding the State finals in Oxford was a months-long planning endeavor and the League received formal recognition from Town Officials for hosting such a successful event!

In October of 2023, residents wisely removed Oxford from the 60-year old vestiges of Civil Service and adopted a new internal administrative process for the recruitment, hiring and promotion of Police Officers. In December, Police Chief Daniels announced we had a record 68 applicants for two open Police Officer positions! The Chief organized an internal committee comprised of seven officers (3 patrol and 4 sergeants) which interviewed 14 candidates over two days for the positions. I commend the Chief and Officers who have made the transition out of civil service a seamless one with incredible results!

The annual Veterans Appreciation Luncheon was a great success in 2023 and attracted over 150 attendees and volunteers. I would like to extend a special thank you to Veterans Services Agent, David Adams and Senior Center Director, Laura Wilson for organizing and hosting such a fantastic event! The luncheon had the NJROTC providing the national anthem and presenting the colors. Director Mr. Kim and the Oxford High School band played a patriotic music program for the event. State Officials attended as well and surprised Mr. Adams with a Quilt of Valor, handmade by our Senior Outreach Coordinator, Cindy Nagle! Thank you to all that volunteered and participated!

Oxford's Annual Tree Lighting and Holiday Lights Parade was held on December 2, 2023 and was simply amazing this past year! Over 60 vehicles participated in the parade and thousands of residents came out to view the parade and annual tree lighting on Joslin Common. The entire Fire-EMS Department organized the parade contingent and successfully delivered Santa and Mrs. Claus from atop the ladder truck! Also, a big thank you to the entire Oxford DPW for their

amazing holiday spirit by providing special visits from the Abominable Snowman, King of Misfit Toys, the Grinch, Cindy Lu Who, Mr. Giant Gingerbread, Rudolph and Dasher, Buddy the Elf and several Toy Maker Elves! The Oxford Community Center made it a truly festive event by organizing music by BASS DJ Entertainment as well as giving out hundreds of cups of hot cocoa, sparkly antler headbands, and jingle bell necklaces! Additionally, I would like to thank Disability Commission members Carol Kuzdzal and Wayne McFarland for throwing the big switch to light up the Common. Last, but certainly not least, I would like to thank the residents for making this such a memorable event and seasonal tradition!

In closing, I would like to thank the residents of Oxford for their daily contributions to improve the quality of life for all residents, businesses and visitors! I am grateful for the Town employees and their dedication to public service as it has taken years to rebuild the financial stability of this Town through good management and collaboration. Finally, I would like to thank the members of every board and committee serving this Town. Such contributions are truly essential in helping to move our community forward. Indeed, we are fortunate to have such dedication towards improving the quality of life for everyone in this community. It continues to be a humbling honor to serve as the Town Manager of Oxford. I am entering my sixth year of providing leadership for the community. As we begin 2024, I would like the community to know it continues to be a tremendously rewarding experience to both witness and help guide the many positive changes resulting from transformative leadership. I am personally grateful to every employee, town official, resident and business owner for the ongoing support and collective understanding that together we are making a difference and moving Oxford forward in meaningful ways. To all of you, I say thank you and *Onward Oxford!*

*Respectfully Submitted,  
Jennifer Callahan, Town Manager*

### **PERSONNEL BOARD**

The Personnel Board was organized as follows for the 2023 calendar year:

- S. Veronica Bachand, Chair
- Rebecca A. Power, Vice Chair
- William R. Capers, Member
- Debra McDonald, Member
- Juliana Masley, Member

On October 26, 2022, the Personnel Board voted to approve a 2% increase for the FY23 Town of Oxford pay plans, which was presented by the Finance Director, Katie McKenna and the Town Manager, Jennifer Callahan.

During the 2022-2023 Fiscal year, the Personnel Board held multiple meetings where they reviewed the following:

- Presented by Ms. Frederick- Approval of the job description for the new position of Business Manager. The position was approved and assigned to Level 12 on the Town's Pay Plan.

- Presented by Ms. Frederick- Approval of the job description for the new position of Facilities Coordinator. Position was approved and assigned to Level 10 on the Town's Pay Plan.

The Personnel Board will continue to provide guidance, oversight and support to Town Management as it reviews and implements changes. The Personnel Board would like to thank the Board of Selectmen, Town Manager, and townspeople for their continued support.

*Respectfully submitted,  
S. Veronica Bachand, Chairman*

### **BOARD OF ASSESSORS**

The Board of Assessors was organized for the calendar year 2023 as follows:

Alexander Sendzik, Chairman	Full-time
Robert Fike, Member	Part-time
Claire Wilson, Member	Part-time

The Assessor's Office is charged with determining the value of real and personal property and is committed to ensuring that all classes of property are valued fairly and assessed equitably. The Assessor's Office processes abatements and exemptions on real and personal property tax bills and motor vehicle excise tax bills; conducts cyclical and building permit visits to real property; updates ownership of real property with information supplied by the Worcester County Registry of Deeds; processes plans and corrections to update Assessor's maps; oversees implementation of agricultural, forest and recreational land classifications; certifies abutters lists and prepares business lists; researches property ownership and assists other Town Departments in the performance of their duties. The office staff, with the assistance of a private appraisal vendor who specializes in personal property valuation, is dedicated to providing the highest quality of service to the citizens, property owners and businesses of Oxford. The Town also utilizes a mapping company to annually update GIS and hard copies of the Assessor's maps, with data submitted by the Assessor's Office.

The Assessing staff provides services to our residents and businesses, such as preparing abutters lists; processing abatement applications for real estate, personal property and motor vehicle; processing exemptions for qualified seniors and veterans, and assisting customers in general via phone, e-mail, and in person at our office on the first floor of the Town Hall.

The annual classification hearing to determine the percentage of tax to be borne by each class of property for fiscal year 2023 was held December 22<sup>nd</sup>, 2022. The second half fiscal year 2023 tax bills were issued on December 31<sup>st</sup>, 2022.

The numbers and amounts of statutory exemptions that were approved for FY 2023 were as follows:

Clause 41C (Senior)	31 - \$ 21,886.55
Clause 17D (Surviving Spouse)	17 - \$ 4,116.22

Clause 22 (Veteran)	69	-	\$ 40,164.95
Clause 22B (Veteran)	1	-	\$ 1,875.00
Clause 22D (Veteran)	11	-	\$ 44,938.34
Clause 22E (Veteran)	43	-	\$ 55,206.35
Clause 22F (Veteran)	1	-	\$ 5,022.25
Clause 37 (Blind)	5	-	<u>\$ 2,850.71</u>
Total	178	-	\$ 176,060.37

The number and amounts of real estate, personal property and motor vehicle excise tax abatements that were approved and processed during 2023 were as follows:

FY2023 Personal Property	0	-	\$ 0.00
FY2023 Real Estate	40	-	<u>\$ 47,881</u>
Total	40	-	\$ 47,881

Motor Vehicle Excise Tax Abatements:

FY2023	Total	472	-	\$ 48,534
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The annual classification hearing before the Board of Selectmen for FY2024 to determine whether to continue with a single tax rate for all classes of real and personal property was November 07, 2023. FY2024 final tax bills were issued for December 31, 2023.

The numbers and amounts of statutory exemptions that were approved for FY 2024 during calendar year 2023 were as follows:

Clause 41C (Senior)	32	-	\$ 20,031.23
Clause 17D (Surviving Spouse)	13	-	\$ 2,551.88
Clause 22 (Veteran)	57	-	\$ 30,134.82
Clause 22B (Veteran)	1	-	\$ 1,819.79
Clause 22D (Veteran)	10	-	\$ 41,477.96
Clause 22E (Veteran)	38	-	\$ 49,114.63
Clause 22F (Veteran)	1	-	\$ 5,106.22
Clause (Blind)	5	-	<u>\$ 2,659.71</u>
Total	157	-	\$ 152,896.24

The Board of Assessors and the staff in the Assessor's Office wish to thank all of our fellow Town employees, the residents and businesses of the Town of Oxford for their continued support and cooperation. As we close out the final chapter of 2023, the members of the Assessor's Office and the Board of Assessors wish all of the citizens and businesses of Oxford a brighter, happier and healthier New Year!

*Respectfully submitted,*  
*Alexander Sendzik, Principal Assessor, Board of Assessors*

# FINANCIAL REPORTS

## OXFORD ACCOUNTANT REPORT

### Balance Sheet - Government Fund Types as of June 30, 2023

	General	Special Revenue	Capital Projects
<b><u>ASSETS</u></b>			
Cash and cash equivalents	11,662,060.77	9,913,684.97	179,387.08
Receivables:			
Personal property taxes	20,498.22		
Real estate taxes	212,267.56		
Roll back taxes	27,405.29		
Allowance for abatements and exemptions	(1,716,727.97)		
Tax liens	1,145,301.75		
Motor vehicle excise	314,219.23		
Departmental	52,367.71		
Due from other governments	0.00		
Other receivables		639,447.81	
Foreclosures/Possessions	177,098.47		
<b>TOTAL ASSETS</b>	<b>\$ 11,894,491.03</b>	<b>\$ 10,553,132.78</b>	<b>\$ 179,387.08</b>
<b><u>LIABILITIES AND FUND EQUITY</u></b>			
Liabilities:			
Accrued payroll	555,987.51		
Abandoned Property and unclaimed	2,113.45		
Other liabilities	527,811.63		
Deferred revenue:			
Real and personal property taxes	(1,456,556.90)		
Tax liens	1,145,301.75		
Foreclosures/Possessions	177,098.47		
Motor vehicle excise	314,219.23		
Departmental	52,367.71		
Due from other governments	0.00		
Other receivables		639,447.81	
Notes payable			2,080,900.00
<b>TOTAL LIABILITIES</b>	<b>\$ 1,318,342.85</b>	<b>\$ 639,447.81</b>	<b>\$ 2,080,900.00</b>
Fund Equity:			
Reserved for encumbrances	367,931.28		
Reserved for continuing appropriations	3,251,245.33		
Reserved for expenditures	2,560,490.00		
Reserved for charter school sending assess.			
Undesignated fund balance	4,396,481.57	9,913,684.97	(1,901,512.92)
<b>TOTAL FUND EQUITY</b>	<b>\$ 10,576,148.18</b>	<b>\$ 9,913,684.97</b>	<b>\$ (1,901,512.92)</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 11,894,491.03</b>	<b>\$ 10,553,132.78</b>	<b>\$ 179,387.08</b>

**Balance Sheet - Proprietary & Fiduciary Fund Types  
as of June 30, 2023**

	Proprietary Fund Types	Fiduciary Fund Types	<b>Long-term Debt</b>
	<b>Enterprise</b>	<b>Trust and Agency</b>	
	<b>ASSETS</b>		
Cash and cash equivalents	760,573.95	15,318,748.65	
Receivables:			
Tax liens	4,167.60		
User fees	23,671.21		
Utility liens added to taxes	0.00		
Special assessments	252,257.17		
Due from other governments		59,877.63	
Other receivables	85,724.99		
Amounts to be provided - payment of bonds			5,230,000.00
Amounts to be provided - vacation/sick leave			517,160.28
<b>TOTAL ASSETS</b>	<b>\$ 1,126,394.92</b>	<b>\$ 15,378,626.28</b>	<b>\$ 5,747,160.28</b>
<b>LIABILITIES AND FUND EQUITY</b>			
Liabilities:			
Deferred revenue:			
Due from other governments		59,877.63	
Other receivables	365,820.97		
Agency Funds		483,916.18	
Bonds payable			5,230,000.00
Vacation and sick leave liability			517,160.28
<b>TOTAL LIABILITIES</b>	<b>\$ 365,820.97</b>	<b>\$ 543,793.81</b>	<b>\$ 5,747,160.28</b>
Fund Equity:			
Reserved for encumbrances	124,890.47		
Reserved for continuing appropriations	50,417.43		
Reserved for expenditures	23,153.00		
Undesignated fund balance	562,113.05	14,834,832.47	
<b>TOTAL FUND EQUITY</b>	<b>\$ 760,573.95</b>	<b>\$ 14,834,832.47</b>	<b>\$ -</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 1,126,394.92</b>	<b>\$ 15,378,626.28</b>	<b>\$ 5,747,160.28</b>

**Schedule A**  
**Fiscal Year Ending June 30, 2023**

**REVENUES – GENERAL FUND**

Personal Property Taxes	1,051,892
Real Estate Taxes	25,943,369
Motor Vehicle Excise	2,087,373
Penalty and Interest	137,197
Meals Excise	235,450
Cannabis Excise	155,524
Other Taxes	508,206
Other Departmental Revenues	721,522
Cannabis Impact Fee	-
Licenses and Permits	54,668
State Revenue	13,825,201
Court Fines	63,023
Other Fines	1,880
Miscellaneous Revenue	521,527
Earnings on Investment	520,390
Transfers In From Special Revenue	1,204,196
Transfers In From Enterprise Funds	30,000
Transfers In From Trust/Agency Funds	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 47,061,418</b>

**EXPENDITURES - GENERAL FUND**

**General Government:**

Legislative – Salary and Wages	12,532
Legislative – Expenditures	23,991
Legislative - Capital Outlay	82,950
Executive – Salary and Wages	456,674
Executive – Expenditures	24,326
Executive – Capital Overlay	42,049
Accountant/Auditor – Salary and Wages	111,768
Accountant/Auditor – Expenditures	121,393
Treasurer - Salary and Wages	133,531
Treasurer - Expenditures	45,472
Assessors - Salary and Wages	135,493
Assessors - Expenditure	138,354
Operations Support (IT) - Expenditures	540,548
Legal Services – Expenditures	175,634
License and Registration – Salary and Wages	160,646

**Schedule A**  
**Fiscal Year Ending June 30, 2023**

License and Registration – Expenditures	47,409
Land Use – Salary and Wages	373,823
Land Use – Expenditures	10,026
Public Building Maintenance – Salary and Wages	484,619
Public Building Maintenance – Expenditures	446,948
Public Building Maintenance – Capital Outlay	211,534
Other - Salary and Wages	91,014
Other - Expenditures	56,359

**Public Safety:**

Police – Salary and Wages	2,589,957
Police – Expenditures	122,671
Police – Capital Outlay	158,213
EMS/Fire – Salary and Wages	1,771,302
EMS/Fire – Expenditures	308,436
EMS/Fire – Capital Outlay	-
Other – Salary and Wages	70,263
Other – Expenditures	8,933

**Education:**

Education – Salary and Wages	15,119,626
Education – Expenditures	4,144,878
Education - Capital Outlay	15,351
Education – Regional School Assessment	1,578,032

**Public Works:**

DPW – Salary and Wages	1,550,841
DPW – Expenditures	1,065,719
DPW – Capital Outlay	1,678,947
Other – Salary and Wages	68,257
Other - Expenditures	425,291
Other - Capital Outlay	51,673

**Human Services:**

Veterans Services – Salary and Wages	23,770
Veterans Services – Expenditures	103,018
Special Program (COA) – Salary and Wages	131,817
Special Program (COA) – Expenditures	29,623

**Schedule A**  
**Fiscal Year Ending June 30, 2023**

**Culture and Recreation:**

Library – Salary and Wages	345,893
Library – Expenditures	148,334
Historical Commission – Salary and Wages	786
Historical Commission – Expenditures	168
Celebrations – Expenditures	4,888
Other (OCC) - Salary and Wages	147,714
Other (OCC) - Expenditures	167,568
Other (OCC) - Capital	-

**Debt Service:**

Retirement of Debt Principal	1,154,800
Interest on Long Term Debt	173,233
Interest on Short Term Debt	18,217

**Unclassified:**

Health Insurance Total	4,633,299
Other Insurance Total	392,748
Unemployment Total	131,050
Intergovernmental Assessments Total	1,014,434
Retirement Total	2,718,666

**Transfers Out:**

Transfer to Other Funds	715,000
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 46,710,509</b>

**SPECIAL REVENUE FUNDS - Revenues & Other Financing Sources**

Federal Grants	6,822,084
State Grants	981,984
Receipts Reserved for Appropriation	1,246,348
Revolving Funds	2,093,257
Other Special Revenue	1,255,307

<b>TOTAL Special Revenue Funds – Revenue &amp; Other Financing Sources</b>	<b>\$ 12,398,980</b>
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**SPECIAL REVENUE FUNDS - Expenditures & Other Financing Uses**

Federal Grants	4,525,272
State Grants	1,088,042
Receipts Reserved for Appropriation	1,252,808
Revolving Funds	2,000,249
Other Special Revenue	1,267,115

<b>TOTAL Special Revenue Funds – Expenditures &amp; Other Financing Uses</b>	<b>\$ 10,133,486</b>
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**Schedule A**  
**Fiscal Year Ending June 30, 2023**

**CAPITAL PROJECTS FUND - Revenues & Other Financing Sources**

State Revenue	770,000
Transfers From Other Funds	30,000
Other Financing Sources	324,800
<b>TOTAL Special Revenue Funds – Revenue &amp; Other Financing Sources</b>	<b>\$ 1,124,800</b>

**CAPITAL PROJECT FUND - Expenditures & Other Financing Uses**

Expenditures	-
Capital Outlay	575,289
Transfers Out	-
<b>TOTAL Special Revenue Funds – Expenditures &amp; Other Financing Uses</b>	<b>\$ 575,289</b>

**ENTERPRISE FUNDS - Revenues & Other Financing Source**

Sewer – Revenue	463,859
Water – Revenue	64,962
<b>TOTAL Enterprise Funds – Revenue &amp; Other Financing Sources</b>	<b>\$ 528,821</b>

**ENTERPRISE FUNDS - Expenditures & Other Financing Uses**

Sewer – Expenditures	344,247
Water – Expenditures	89,229
Transfers Out	30,000
<b>TOTAL Enterprise Funds – Expenditures &amp; Other Financing Uses</b>	<b>\$ 463,476</b>

**TRUST FUNDS - Revenues & Other Financing Source**

Miscellaneous Revenues	10,102
Earnings on Investment	2,351,050
Transfers in from Other Funds	1,599,706
<b>TOTAL Trust Funds – Revenues &amp; Other Financing Sources</b>	<b>\$ 3,960,858</b>

**TRUST FUNDS - Expenditures & Other Financing Uses**

Expenditures	1,648,255
Transfers to Other Funds	1,076,693
<b>TOTAL Trust Funds – Expenditures &amp; Other Financing Uses</b>	<b>\$ 2,724,948</b>

**Schedule A**  
**Fiscal Year Ending June 30, 2023**

**DEBT OUTSTANDING: ISSUED AND RETIRED THIS YEAR**

**Long Term Debt:**

Outstanding 7/1/2022	6,170,000
Issued this Fiscal Year	-
Retired this Fiscal Year	940,000
Outstanding 6/30/2023	5,230,000
Interest this Fiscal Year	202,790

**Short Term Debt:**

Outstanding 7/1/2022	2,435,700
Issued this Fiscal Year	-
Retired this Fiscal Year	354,800
Outstanding 6/30/2023	2,080,900
Interest this Fiscal Year	18,217

**Debt Redemption Schedule**  
**June 30, 2023**

<b>Project</b>	<b>Issuance Date</b>	<b>Principal Payment</b>	<b>Maturity Periods</b>	<b>Original Loan</b>	<b>Balance 30-Jun-23</b>	<b>Interest 30-Jun-23</b>
Police Station	8/1/08	260,000 Varies	2023 2024-2028	4,250,000	1,485,000	73,585
Elementary Schools Additions	12/15/03	275,000	2023	4,900,000	-	12,375
OCC improvements	8/15/12	50,000	2023-2033	1,000,000	500,000	13,600
Middle School HVAC improvements	10/15/14	60,000 65,000	2023-2030 2031-2035	1,200,000	745,000	25,156
Fire Truck Remount	10/15/14	25,000	2023-2025	260,000	50,000	2,500
Memorial Hall Clock Tower	10/15/14	10,000	2023-2035	200,000	130,000	4,063
Gas Conversions	10/15/14	20,000 15,000	2023-2025 2026-2035	350,000	190,000	6,594
Beverly Street Sewer	8/1/08	8,642 8,644	2023-2027 2028	175,000	43,212	2,184
Sewer Leicester Street	10/15/14	10,000	2023-2035	220,000	120,000	4,063
<b>TOTAL INSIDE DEBT LIMIT</b>				<b>\$ 12,555,000</b>	<b>\$ 3,263,212</b>	<b>\$ 144,120</b>

Middle School Roof	8/15/12	130,000	2023-2033	2,500,000	1,300,000	35,360
Thayer Sewer Improvements	8/15/12	20,000	2023-2033	375,000	200,000	5,440
Water Tank	8/1/08	11,358 11,356	2023-2027 2028	230,000	46,788	2,871
Water Company Purchase	10/15/14	60,000	2023-2030	932,100	420,000	15,000
<b>TOTAL OUTSIDE LIMIT</b>				<b>\$ 4,037,100</b>	<b>\$ 1,966,788</b>	<b>\$ 58,671</b>
<b>TOTAL LONG TERM DEBT (PRINCIPAL)</b>				<b>\$ 16,592,100</b>	<b>\$ 5,230,000</b>	<b>\$ 202,791</b>

<b>DEBT AUTHORIZED/UNISSUED</b>		<b>AUTHORIZED</b>	<b>ISSUED</b>	<b>UNISSUED</b>
Purchase Water Co	5/11/1977	600,000	-	600,000
Purchase Water Co	5/6/2019	6,700,000	1,000,000	5,700,000
		<b>\$ 7,300,000.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ 6,300,000.00</b>

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## Combined Debt Schedule

### FY2024-FY2035

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	WITHIN STATUTORY LIMIT			OUTSIDE STATUTORY LIMIT		
	Prinicpal	Interest	Total	Prinicpal	Interest	Total
2024	453,642	114,596	568,238	221,358.00	52,799.00	274,157.00
2025	468,642	97,002	565,644	221,358.00	46,631.00	267,989.00
2026	448,642	79,644	528,286	221,358.00	40,754.00	262,112.00
2027	463,642	62,713	526,355	221,358.00	34,946.00	256,304.00
2028	478,644	45,145	523,789	221,356.00	29,140.00	250,496.00
2029	145,000	26,674	171,674	210,000.00	23,025.00	233,025.00
2030	145,000	22,550	167,550	210,000.00	17,400.00	227,400.00
2031	150,000	18,300	168,300	150,000.00	12,525.00	162,525.00
2032	150,000	13,975	163,975	150,000.00	8,550.00	158,550.00
2033	150,000	9,488	159,488	150,000.00	4,275.00	154,275.00
2034	100,000	4,875	104,875			
2035	100,000	1,625	101,625			
	<b>\$ 3,253,212</b>	<b>\$ 496,586</b>	<b>\$ 3,749,798</b>			
				<b>\$ 1,976,788</b>	<b>\$ 270,045</b>	<b>\$ 2,246,833</b>

TOTAL COMBINED DEBT			
	Prinicpal	Interest	Total
2024	675,000	167,395	842,395
2025	690,000	143,633	833,633
2026	670,000	120,398	790,398
2027	685,000	97,659	782,659
2028	700,000	74,285	774,285
2029	355,000	49,699	404,699
2030	355,000	39,950	394,950
2031	300,000	30,825	330,825
2032	300,000	22,525	322,525
2033	300,000	13,763	313,763
2034	100,000	4,875	104,875
2035	100,000	1,625	101,625
	<b>\$ 5,230,000</b>	<b>\$ 766,631</b>	<b>\$ 5,996,631</b>

## COLLECTOR'S RECEIVABLES

	UNCOLLECTED 1/1/2023	COMMITMENTS REFUNDS	ADJUSTMENTS ABATEMENTS	TRANSFERS TT & TAX POSS	LESS COLLECTIONS	UNCOLLECTED 12/31/2023
<b>TAX TITLE</b>	1025958.63	314575.16	0.00	0.00	550295.99	790237.80
TAX TITLE SEWER	3104.26	1063.34	0.00	0.00	3087.27	1080.33
<b>REAL ESTATE</b>						
2024 RE	0.00	27553395.64	170686.99	0.00	13125574.36	14257134.29
2023 RE	13731866.25	73259.89	65873.97	60605.80	13678512.70	133.67
2022 RE	0.00	4223.41	4223.41	0.00	0.00	0.00
2021 RE	0.00	4223.41	4223.41	0.00	0.00	0.00
<b>PERSONAL PROPERTY</b>						
2024 PP	0.00	1067203.46	0.00	0.00	530988.68	536214.78
2023 PP	448820.30	5562.30	0.00	0.00	443616.98	10765.62
2022 PP	5628.86	0.00	0.00	0.00	289.26	5339.60
2021 PP	894.36	0.00	0.00	0.00	320.68	573.68
2020 PP	256.41	0.00	0.00	0.00	0.00	256.41
2019 PP	1169.96	0.00	0.00	0.00	0.00	1169.96
2018 PP	1356.55	0.00	0.00	0.00	0.00	1356.55
<b>MOTOR VEHICLE EXCISE</b>						
2023 MVE	1599934.92	588761.14	40315.49	0.00	2060702.17	87678.40
2022 MVE	87215.53	15283.11	4326.55	0.00	66695.88	31476.21
2021 MVE	30232.28	451.52	616.02	0.00	12579.74	17488.04
2020 MVE	23296.22	0.00	0.00	0.00	3553.61	19742.61
2019 MVE	10753.01	0.00	0.00	0.00	1899.68	8853.33
2018 MVE	11075.44	0.00	10665.44	0.00	410.00	0.00
2017 MVE	9168.48	0.00	8994.93	0.00	173.55	0.00
2016 MVE	6015.54	0.00	6015.54	0.00	0.00	0.00
2015 MVE	5744.94	0.00	5744.94	0.00	0.00	0.00
2014 MVE	4049.93	0.00	4049.93	0.00	0.00	0.00
<b>SEWER &amp; WATER</b>						
UTILITY BILLING	19522.43	445001.77	18755.60	0.00	426940.90	18827.70
SEWER ENT USR CHG 23RE	15679.20	0.00	0.00	0.00	15679.20	0.00
BEVERLY BETTERMENT 23RE	4155.78	0.00	0.00	0.00	4155.78	0.00
BEVERLY COMM INT 23RE	1246.69	0.00	0.00	0.00	1246.69	0.00
LEICESTER BETTERMENT 23RE	4672.45	0.00	0.00	0.00	4672.45	0.00
LEICESTER COMM INT 23RE	3037.06	0.00	0.00	0.00	3037.06	0.00
WATER BETTERMENT 23RE	34956.91	0.00	0.00	0.00	34956.91	0.00
WATER COMM INT 23RE	8739.21	0.00	0.00	0.00	8739.21	0.00
OXFORD-ROCHDALE 23RE	8470.00	0.00	1105.00	0.00	7365.00	0.00
SEWER ENT USR CHG 24RE	0.00	17035.21	0.00	0.00	0.00	17035.21
BEVERLY BETTERMENT 24RE	0.00	4155.78	0.00	0.00	0.00	4155.78
BEVERLY COMM INT 24RE	0.00	1039.00	0.00	0.00	0.00	1039.00
LEICESTER BETTERMENT 24RE	0.00	4672.45	0.00	0.00	0.00	4672.45
LEICESTER COMM INT 24RE	0.00	2803.47	0.00	0.00	0.00	2803.47
WATER BETTERMENT 24RE	0.00	34956.91	0.00	0.00	0.00	34956.91
WATER COMM INT 24RE	0.00	6991.37	0.00	0.00	0.00	6991.37
OXFORD-ROCHDALE 24RE	0.00	5600.00	0.00	0.00	0.00	5600.00
<b>MISCELLANEOUS COLLECTIONS</b>						
PENALTIES & INTEREST	519,059.16					
CERT OF MUNICIPAL LIENS	13,850.00					

**Cemetery Expendable Balances**

ACCOUNT	BALANCE
<u>Assets</u>	
<i>Cash and Bank Accounts</i>	
North Cemetery	27,511.68
South Cemetery	8,441.25
Gore Cemetery	14,099.16
J. Larned Combined	16,765.40
Perpetual Care	41,796.68
<b>TOTAL</b>	<b>\$108,614.17</b>

**TOTAL CEMETERY FUNDS      \$562,957.28****Cemetery Non-Expendable Balances**

ACCOUNT	BALANCE
<u>Assets</u>	
<i>Cash and Bank Accounts</i>	
North Cemetery	15,090.14
South Cemetery	2,000.00
Gore Cemetery	4,800.00
J. Larned Combined	19,511.74
Perpetual Care	412,941.23
<b>TOTAL</b>	<b>\$454,343.11</b>

**CEMETERY TRUST BENEFACTORS****North Cemetery Trust**

Clara Barton	Jeremiah Larned
Gladys W. Edwards	Alfred Moffitt
Glass/Appleby Family	Pottle Family
Joslin Family	Solty Family
Harlan Kidder	Wilmarth

**South Cemetery Trust**

Sarah M. Lilley	Caroline L. Newcomb
First Congregational Church	

**Gore Cemetery Trust**

Carleton Family	Gore Family
Mary A. Carleton	Gore / Phalen Family

**Library Expendable Balances**

ACCOUNT <u>Assets</u>	BALANCE
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*Cash and Bank Accounts*

Oxford Library Trust	26,670.48
Oxford Library Book Trust	8,177.15
Oxford Library Childrens Trust	1,856.79
Oxford Lions Club	784.70
Patrons of the Library	2,118.34
Grace Flynn	1,262.12
<b>TOTAL</b>	<b>\$40,869.58</b>

<b>TOTAL LIBRARY FUNDS</b>	<b>\$114,657.24</b>
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**Library Non-Expendable Balances**

ACCOUNT <u>Assets</u>	BALANCE
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*Cash and Bank Accounts*

Oxford Library Trust	53,854.05
Oxford Library Book Trust	9,204.16
Oxford Library Childrens Trust	6,524.35
Oxford Lions Club	3,203.97
Patrons of the Library	500.62
Grace Flynn	500.51
<b>TOTAL</b>	<b>\$73,787.66</b>

**LIBRARY TRUST BENEFACTORS****Oxford Library Trust**

James F. Butler	Caroline L. Newcomb
Nettie M.F. Chaffee	Oxford Rotary Club
Ruth W. M. Daigneau	D. Russell Taft
Ada L. Joslin	Eleanor C. Walker
Louie W. Mayall	Marie T. Wessell

**Oxford Library Book Trust**

Moses Buffum	Mattie E. Sawtelle
Colonel Nelson Davis	Maude R. Taft
Wilson Olney	

**Oxford Library Childrens Trust**

Constance Croteau	Sarah P. Joslin
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**Scholarship Expendable Balances**

ACCOUNT	BALANCE
<u>Assets</u>	
<i>Cash and Bank Accounts</i>	
Oxford High School Family	3,459.42
Oxford Educators	645.68
Pottle Family	17,921.26
Oxford District Nursing	7,766.83
Eugene McKenney	82.49
Wayne Westall	169.58
Jeffrey Fallavollita	2,394.81
Elsie Moscoffian	3,425.81
Daniel Clem	9.11
Susan Kirk	3,449.65
Jennifer Marie Lehner	3,025.99
Mexicali	50.39
IPG Scholarship	2,024.86
OHS Scholarship	6,720.68
Lyman & Violet Rosebrooks	920.91
Richard "Vinnie" Vincent	1,675.09
<b>TOTAL</b>	<b>\$53,742.56</b>

**Scholarship Non-Expendable Balances**

ACCOUNT	BALANCE
<u>Assets</u>	
<i>Cash and Bank Accounts</i>	
Oxford High School Family	72,869.50
Oxford Educators	12,666.49
Pottle Family	41,356.54
Oxford District Nursing	3,861.98
Eugene McKenney	5,000.00
Wayne Westall	9,725.00
Jeffrey Fallavollita	3,384.40
Lyman & Violet Rosebrooks	23,852.97
<b>TOTAL</b>	<b>\$172,716.88</b>

**TOTAL SCHOLARSHIP FUNDS****\$226,459.44****SCHOLARSHIP TRUST BENEFACTORS****Oxford Educators Scholarship**

Doris Boyle	Dorothy Schofield
Walter M. Dimock	Jean Shea
H. Ellsworth Hobbs	F. Duncan Wilson
Frank Sannella	

**Pottle Family Scholarship**

Glenn E. Pottle	Lillian Pottle
Irwin D. Pottle	

**OHS Family Scholarship**

Nancy J. Bennett	Elizabeth A. Gomes
Chaffee Brothers	Steven B. Hull
Mark D. Carey	Jeremiah Moffitt
John B. Chaffee	Lynne A. Reilly
Leslie J. & Edith H. Chaffee	David J. Richards
Mary DeWitt	Freeman & Phebe Rosebrooks
James E. Eastman	Laura Shepardson
Cathy Evans	

<u>Miscellaneous Expendable Balances</u>		<u>Miscellaneous Non-Expendable Balances</u>	
ACCOUNT <u>Assets</u>	BALANCE	ACCOUNT <u>Assets</u>	BALANCE
<i>Cash and Bank Accounts</i>			
Charles Larned Entertainment	324.21	Charles Larned Entertainment	10,000.00
Elizabeth Copp	4,649.05	Elizabeth Copp	2,000.00
Hannah Harwood	14,590.84	Hannah Harwood	4,000.00
Oxford Home for Aged People	25,384.70	Oxford Home for Aged People	99,055.75
Charles Wellington	19,290.17		
Celebration Stabilization	24,468.23		
American Revolution	1,335.66		
Stabilization Fund	2,310,736.28	<b>TOTAL</b>	<b>\$115,055.75</b>
Sewer Stabilization	101,631.37		
Conservation Fund	19,427.98		
Municipal Building Trust	80,895.37		
Capital Stabilization	618,149.20		
Unemployment Compensation	265,704.35		
<b>TOTAL</b>	<b>\$3,486,587.41</b>	<b>TOTAL MISCELLANEOUS FUNDS</b>	<b>\$3,601,643.16</b>

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#### SPECIALIZED TRUST FUNDS

Ending Market Values as of	
FUND	BALANCE
<b>Cecilia J. Smolenski/Millette Charitable Trust Fund I</b>	<b>\$2,706,837.41</b>
<b>Cecilia J. Smolenski/Millette Charitable Trust Fund II</b>	<b>\$1,900,830.98</b>
<b>Gahagan Family Scholarship Fund</b>	<b>\$647,388.29</b>
<b>George A. Pytko And Paul P. Pytko Scholarship Fund</b>	<b>\$65,938.16</b>
<b>Founders Day</b>	<b>\$6,945.52</b>
<b>George A. Morin Library Trust</b>	<b>\$173,584.01</b>
<b>Irwin and Lillian Pottle Scholarship</b>	<b>\$242,971.94</b>
<b>OPEB Liability Trust</b>	<b>\$5,701,124.65</b>
<b>Lawrence Putnam Scholarship</b>	<b>\$730,290.59</b>
<b>TOTAL SPECIALIZED TRUST FUNDS</b>	<b>\$12,175,911.55</b>

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# PUBLIC SAFETY

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## ANIMAL CONTROL

The Department of Animal Control falls under the daily supervision of the Chief of Police. The Police Department administrative staff assists in processing payroll and invoices. The Department also reports to the Town Manager when requested. Upon consultation with the Town Manager, Animal Control Officers may appear and present reports to the Board of Selectmen on issues that fall under their jurisdiction i.e., dangerous dog complaints. The majority of animal complaint related calls, and calls for service, are generally received and dispatched through the Police Department dispatch center. The Board of Health may work in conjunction with the department when animal inspection services are required. Animal Control works out of the Oxford Animal Shelter on Old Webster Road, but animal related calls typically go through the Police Department. You can access Animal Control by calling the recorded Police line at 508-987-0156 and the Police will page Animal Control 24/7, you may call the kennel number at 508-987-6047 or you may email at [acontrol@oxfordma.us](mailto:acontrol@oxfordma.us).

This year Animal Control conducted 49 barn inspections, 12 kennel inspections and responded to 1,075 animal related calls:

Dog Calls	526
Cat Calls	173
Wildlife Calls	112
Farm Animal Calls	75
Bites to Humans/Pets	30
Other Miscellaneous Calls	95
Total Calls	1,075
Quarantines Issued	26



The Town of Oxford has a 24 hour leash law in its by-laws for dogs and requires dogs and cats to be licensed on an annual basis. Dog and cat licenses are available in the Town Clerk's Office beginning in January of each year. To avoid a late fee of \$10.00 please obtain your dog license by April 30<sup>th</sup> and your cat license by February 28<sup>th</sup>, both are valid for one year. This pertains to all dogs and cats that reside in the Town of Oxford that are six months of age or older. If you no longer have your pet, please notify the Town Clerk's Office so they can adjust their records.

All dog and cat licenses that are issued require proof of a current rabies vaccination from a licensed veterinarian. Dog and cat licenses can be obtained at the Town Clerk's Office or by mailing the appropriate fee and rabies certificate and the current license document will be mailed back. In 2023, 2,105 dogs and 679 cats were licensed. Other domestic farm animals or exotic animals require Special Permits: specific guidelines have been set pertaining to various species. The Board of Selectmen approves or disapproves of these permits as requests are filed.



Animal Control Officer Kelly Flynn and assistant Animal Control Officer Ed Hart remain very dedicated to improving the professionalism of the Animal Control Department and take part in numerous trainings throughout the year. In November we attended a training hosted by the Animal Control Officers Association of Massachusetts titled "The Forensics of Dog Aggression" which included information about dangerous dogs, dog bite investigations and dog bite fatalities. Animal Control Officers Association of Massachusetts mission is to promote and improve through education and training, skills, professionalism, knowledge of applicable laws, personal safety and security of animal control officers employed by cities, towns, counties or other municipalities located within the Commonwealth of Massachusetts. Animal Control Officer Kelly Flynn and Animal Control Officer Ed Hart believe strongly in the mission of Animal Control Officers Association of Massachusetts and we both serve on the Board of Directors.

Animal Control Officer Ed Hart was honored at this year's Annual Animal Control Officers Association of Massachusetts Banquet as Animal Control Officer of the Year for the State of Massachusetts. This award is presented by the Animal Rescue League of Boston and the

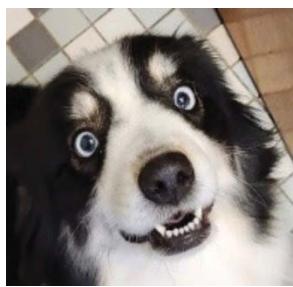


Massachusetts Society for the Prevention of Cruelty to Animals to honor the Animal Control Officer whose efforts in his/her community demonstrate; 1.) A dedicated, humane attitude toward the treatment and well-being of all animals, 2.) Effective enforcement of pet responsibility laws, 3.) A commitment to public awareness and humane education programs and, 4.) Cooperative working relationships with other agencies such as state and local government departments, other

Animal Control Officer's and animal protection groups. Animal Control Officer Harts willingness to assist neighboring Animal Control Officer's, his continued work with the International Fund for Animal Welfare and his dedication to the animals in our Oxford community all contributed to him being presented this prestigious award. Congratulations, Ed Hart!

This year was an extremely busy year for Oxford Animal Control! We were called upon to assist with several area communities when their Animal Control Officer's retired or were out for other reasons. Animal Control covered calls for the Town of Webster for several months and took in

58 animals during that time. We also assisted in Dudley for a while and took in 10 animals as well as removed 36 cats from a hoarding situation and transported them to Second Chance and the Animal Rescue League of Boston for placement. (Thank you to Emily Sears, Charlton Animal Control Officer and Desiree Roussin, Webster Animal Control Officer for assisting in this massive undertaking) Together with 90 animals from Oxford and 25 from Southbridge we cared for 222 animals in 2023! Most towns only have one or two animal control officers so we try to work together with our local Animal Control Officer's.



Our goal at Oxford Animal Control is to reunite as many animals as possible with their loving families. If this is not possible, we work very hard to find the right home or the right rescue for that particular animal. 2023 was a difficult year for stray animals in Massachusetts due to an unprecedented number of animals surrendered to area shelters and rescues. It reached near crisis levels and is still an issue throughout the state. Fortunately, we were able to house the Oxford strays until we found them appropriate placement. In 2023, Oxford Animal Control was presented with a certificate from the Best Friends Network in recognition of achieving no-kill status during the calendar year 2022 by exceeding a 90% save rate for cats and dogs.

Once again we would like to thank Market Basket and Pet Supply Plus for their customer's generous donations to the shelter. Also a special thanks to all of our dedicated volunteers!

Respectfully Submitted,  
Kelly Flynn, Animal Control Officer

### **BOARD OF HEALTH**

The Board of Health has three volunteer members and one associate member from the community who are appointed by the Town Manager. These members are entrusted with the responsibility of preventing epidemics and the spread of disease, protecting Oxford inhabitants against environmental hazards, promoting and encouraging healthy behaviors, responding to disasters and assisting the community in recovery, as well as assuring the quality of accessible health services. The Board's tasks include: monitoring the health status of the Town, investigating probable health hazards, informing, educating and involving residents in health issues, developing policies that support community health efforts, assuring an expert public health work force, evaluating effectiveness, accessibility and quality of health services and developing new insights and innovative solutions to health problems.

Kerrie Singer, Chair  
David Escobar, Vice Chair  
Dina Costa, Member  
Ellin Clifford, Associate Member

Rike Sterrett, Director of Public Health Services  
Shane Nadeau, Administrative Assistant  
Amy Grniet, Public Health Nurse  
Steven Donatelli, Septic Inspector  
Douglas Mercurio, Regional Inspector  
Trevor Bruso, Regional Inspector  
Eileen Alexander, Regional Community Health Coordinator  
Brianna Burnham, Regional Epidemiologist  
Sarah Caplette, Regional Public Health Nurse

The Board continues to educate the public and update their own knowledge regarding new developments in State laws and regulations. The Board implemented Biological Safety Regulations on March 8, 2023, which helped Oxford achieve the BioReady rating of Platinum, the highest designation. The Board also implemented Portable Toilet Regulations on November 8, 2023. Additionally, the Board revised the Dumpster Regulations and Private Drinking Water Regulations.

The Board continues to work on Emergency Preparedness and would like to thank the Fire Department, Police Department, Town Manager and the Oxford Superintendent and High School Principal for their constant support and help with the Emergency Preparedness Plan.

Permits Issued

Percolation Tests and Deep Hole Observations	57
Septic Permits	61
Wells	10
Food Permits	82
Installer's Licenses	26
Solid Waste Hauler Permits	10
Septage Hauler Permits	13
Body Art Practitioner Permits	15
Body Art Facility Permits	2
Body Work Practitioner Permits	3
Body Work Facility Permits	2
Tobacco Permits	18
Swimming Pools	2
Beaches	2
Donation Bins	11
Recreational Camp	1

The Board continued to work diligently with the Town Manager's office and other Town departments as COVID-19 became part of our normal life. The Board continued to educate Oxford residents and businesses as to the importance of overall good health hygiene and encouraging vaccinations against the three major respiratory illnesses: COVID-19, RSV (for those eligible), and the flu. The Board of Health continued to distribute hundreds of at home

COVID-19 test kits to residents throughout the year. With the assistance of our regional public health nurse and MRC volunteers, the Board of Health held various flu clinics for Oxford residents. 72 individuals were vaccinated, including one homebound senior resident.

At the beginning of April, the Board of Health transitioned their permitting system to OpenGov, which is easier to navigate and more user-friendly on both ends. The rollout has gone smoothly, and our office is now mostly paperless. The permitting system is connected to data from Vision and allows interdepartmental review and communication.

The Board's partnership with the Leominster Tobacco Coalition has continued. They are continuing to assist the town with Tobacco Inspections and Tobacco Compliance Checks.

Oxford is one of six communities that is part of the South Central Massachusetts Public Health Excellence region, which formed in 2021 with the support of State funding. This year, with additional state funding, we were able to hire a second regional Inspector who started in November to assist in the various inspections conducted by this office. We still have the support of the regional Community Health Coordinator who continued to work on a regional community needs assessment and to connect residents with resources. An additional regional grant, of which Oxford is one of four communities, has also continued and provided us with our regional public health nurse and epidemiologist to assist with infectious disease monitoring and other community needs. These staff applied for and received an AARP grant for two small container gardening workshops that were held over the summer.

The Board of Health received two other grants this year. One was a CHII mini grant from the Massachusetts Department of Public Health in the amount of \$21,857 to address mobility and accessibility in the Town. These funds were used to conduct a sidewalk assessment of Sutton Ave from Orchard Hill to the center of town and to assess Carbuncle Beach House. Based on these assessments, grant funds were used for the installation of automatic door openers at Carbuncle Beach House, wheelchair beach mats, and assist the DPW in funding necessary sidewalk repairs.

The second grant the BOH received was through the FDA for \$26,500 to improve our regulatory retail food program. Funds were used to meet three of the nine FDA standards through written policies and procedures, training, and outreach to food establishments. In addition, grant funds were used to attend a workshop and the National Environmental Health Association's annual conference.

The Board of Health also supported the revitalization of the Oxford Farmer's Market by

having an Oxford Farmer's Market Day on the Commons in September. The event was a success, and we hope to grow this event to multiple Farmer's Market Days over the summer of 2024.

The Board of Health staff continues to work in close cooperation with the Building, Gas, Electrical and Plumbing Inspectors, the DPW, Planning Board, Conservation Commission, Fire Department, Police Department and Superintendent of Schools. This cooperative activity has improved the level of communication between agencies. It has also improved the efficiency of activities in regard to all departments that are entrusted with the enforcement of public health and safety environmental protection laws.

The Board of Health and its staff wish to thank the Board of Selectmen, the Town Manager and all of Oxford's Town Boards, Committees and residents who have worked with us in addressing many issues that were brought before the Board.

Respectfully Submitted,  
Kerrie Singer  
Board of Health Chair

#### **BUILDING DEPARTMENT**

The Building Commissioner must administer and enforce the provisions of the Zoning By-Law of the Town of Oxford and follow the State Building Code. The Building Department considers all matters relating to zoning, including requests for zoning approvals and determinations, issuance of building permits, investigation of complaints, issuance of violation notices, and enforcement of special permits, site plans, and variances granted by the Planning Board and Zoning Board of Appeals. The Building Department works in conjunction with the Land Management Department to ensure compliance with Town and State rules and regulations.

Following is a list indicating the number of permits issued by the office of the Building Commissioner during 2023:

TOTAL PERMITS ISSUED      1531

The total value of building construction for 2023 is estimated to be \$28,368,824.00 and fees collected were approximately \$284,802.00.

In 2023, the Building Department, along with reviewing the applications for the above listed building permits and conducting inspections for the same, responded to more than 100 requests for zoning approval or determination, responded to numerous complaints and violations, and conducted required inspections for places of assembly.

The Building Department wishes to express its thanks to the Town Hall Staff and Town Boards and Departments for their assistance with the many applications that are submitted for review.

Patrick Dahlgren	Building Commissioner
Hamror Gabeiel	Assistant Building Inspector
Alfred Banfill	Electrical Inspector
Ronald Stevens	Assistant Electrical Inspector
Paul Mazeika	Plumbing & Gas Inspector
John Murray	Assistant Plumbing & Gas Inspector

*Respectfully Submitted,  
Patrick Dahlgren, Commissioner of Buildings*

### **ANNUAL REPORT OF THE OXFORD FIRE AND EMERGENCY SERVICES**

In accordance with law and custom, I submit the following report for the year ending December 31, 2023.

In looking back at 2023, I take great pride in the commitment and dedication displayed by the men and women of your Oxford Fire and Emergency Services Department. As in previous years, they continue to rise to the occasion at every level in the face of adversity. I am proud of their courage, commitment, and perseverance as they diligently worked to provide outstanding service and customer support to our community. They are men and women who will, at great peril to their own lives, crawl into a burning building to find and rescue you, rush to you when you need urgent medical care, go to your child's school and teach them how to survive in a fire, install a car seat for new parents, and do whatever else you call upon them to do in your hour of need. Their personal mission statement is for you and your family to live in a safe community, and they strive every day to make that your reality.

### **MISSION**

The Oxford Fire and Emergency Services Department is an all hazards, comprehensive emergency service agency that provides the following programs and services to our community:

- Community Risk Reduction and Fire Prevention Inspections
- Engineering and Site Plan Review
- Public Education and Awareness
- Fire Suppression
- Emergency Medical Services
- Hazardous Materials Mitigation
- Emergency Preparedness, Response, Recovery and Mitigation Services

Our overall mission is to protect life and property from fire or the risk of fire, prevent fires from occurring in our community, control and extinguish fires when they occur, provide for emergency medical service, and protect life, property, and the environment from the detrimental effects of hazardous materials. We accomplish our mission through training, preparedness, education, fire suppression, medical service, hazard mitigation and other related activities.

## **ORGANIZATION**

The department provides real property protection to 5,925 residential, commercial, industrial, and agricultural facilities and personal property valued at \$2,223,758,214. In 2023, the Oxford Fire and Emergency Services responded to 2,660 calls for fire and Emergency Medical Service incidents.

Thanks to the support of our community leadership and citizens, the Fire and Emergency Services Department began 2023 with a full-time staffing complement of 23 uniformed fire personnel consisting of 7 full-time officers (2 EMTs and 5 Paramedics), 8 full-time firefighter/paramedics, a full-time firefighter/AEMT, 7 full-time firefighter/EMTs, and one civilian Executive Assistant. There are currently 14 on-call personnel consisting of 3 firefighter/paramedics, 2 firefighter/EMTs, 3 firefighters, 3 EMTs, 1 paramedic, photographer/investigator, and a Chaplain. This increase in staff puts the department on the path of meeting the recommendations set forth in the Municipal Resources Inc, Near Miss analysis of 2017 which called for a plan to increase staffing to meet the fire and EMS emergency response needs without over reliance on mutual aid from other communities. This staffing model places an officer and two FF/EMS personnel at Station 1 and two FF/EMS personnel at Station 2. The additional member allows for each shift to have one person out while still maintaining four personnel on duty town wide without having to force someone in on overtime to cover a shift. Future plans are under development to increase the staff over the next 3-5 years to a level to be able to provide fire and EMS protection concurrently rather than through the current mode of cross staffing.

## **OPERATIONS**

Emergency Service Operations are broken down into two major areas, Fire Suppression and Emergency Medical Services.

### **Fire Suppression**

Fire suppression consists of the operational force trained, equipped, and staffed to provide for extinguishing fires when they occur. In addition to fighting the community's fires, we also respond to other emergency situations including, automobile accidents, hazardous materials incidents, unsafe conditions, requests for assistance by adjacent communities, and a host of other calls for service.

Fire and emergency Services personnel responded to 618 calls for fire suppression services in calendar year 2023. Total fire loss for the Town for FY 2023 is estimated at \$2,077,150.00 for 44 fire incidents where \$3,014,000 in property were at risk. The Town's Average Dollar Loss was

\$47,242.00 for a community valued at \$2.2 billion. There were no fire related fatalities but regrettably, we had one fire related fire personnel injury in 2023, a sprained ankle.

### **Emergency Medical Service**

The Oxford Fire and Emergency Services Department provides emergency medical service at the Advanced Life Support paramedic level. ALS is defined as the functional provision of advanced airway management including intubation, advanced cardiac monitoring, manual defibrillation, establishment, and maintenance of intravenous access.

We also provide for Basic Life Support (BLS) care. BLS is defined as the functional provision of patient assessment; basic airway management; oxygen therapy; stabilization of spinal, musculoskeletal, soft tissue; and shock injuries; stabilization of bleeding; stabilization and intervention for sudden illness, poisoning and heat/cold injuries, childbirth, CPR, and automatic external defibrillator (AED) capability. Total EMS Revenue for CY 2023 was \$992,096.00.

Fire and Emergency Services personnel responded to 2,042 Emergency Medical Service calls in 2023, a 13% reduction from the previous year.

### **FY 2023 Emergency Response Statistics**

Fire Responses: 618 ≤ from 2022

EMS Responses: 2,042 - 13% from 2022

**Total Emergency Incidents: 2,660 - 11% overall from 2022**

## **TRAINING**

The most important aspect of our duty is training to provide top-notch service to our fellow citizens as well as limiting liability under the Occupational Safety and Health Act Standards. Training is broken down into five general types, Recruit, Line, Driver/Operator, Emergency Medical Service, and Fire Officer Training. Personnel also attend formal training sessions conducted by the Massachusetts Firefighting Academy and third-party vendors. Lieutenant Nicholas Lambert serves as the department fire training officer, Captain Roger Lambert serves as the department's EMS Training officer.

### **Recruit Training**

Recruit Training is conducted by the Massachusetts Firefighting Academy at various times each year depending on recruitment volume. This training is mandatory prior to any Fire and Emergency Services member being able to respond to any fire emergency call. Under Federal Occupational Safety and Health Act (OSHA) and National Fire Protection Association (NFPA) consensus standards, firefighters must have this training prior to being assigned to fire suppression duties. Oxford personnel attended one session of the Career Recruit Training program and three sessions of the Call/Volunteer training program at the Massachusetts Firefighting Academy this year.

## Recurring Proficiency Training

OSHA and NFPA standards also require each firefighter and fire officer to undergo a specific regimen of training designed to maintain their level of skill throughout the life cycle of their career. This type of training is referred to as recurring proficiency training and it is accomplished through line, driver/operator, emergency medical service, and officer training sessions.

Line training is accomplished various times each month. Emphasis is placed on tactical level skills such as fire attack, ladder placement, ventilation activities, auto extrication and other similar subject matter. Other examples of line training are familiarization of target hazard facilities (manufacturing plants, chemical processing facilities etc.), live fire evolutions, and mass casualty incidents.

Emergency Medical Service training also occurs at various times every month. Knowledge and skills center on the National Core Competency Requirements of the National Registry of Emergency Medical Technicians. Driver/Operator training focuses on keeping the driving and pump operation skills of our driving cadre honed and sharp. Officer training focuses on tactics, strategy, command and control, familiarization of department rules, regulations, and policies.

TRAINING SESSION STATISTICS	Number of Sessions
MFA Call/Volunteer and Recruit Training	3 Call/Volunteer 1 Career Recruit
EMS Training	68
On-Duty Career Personnel Training	84
On-Call Fire Training	30
CERT Training	0
Regional Technical Rescue Team Training	6
<b>Total Training Sessions for 2023</b>	<b>192</b>

## COMMUNITY RISK REDUCTION

### Fire Prevention, Inspection, and Public Education

The Community Risk Reduction mission of the department is under the supervision of Deputy Chief Kenneth J. Sellers. The primary mission of our department is to prevent fires from occurring. The businesses, people, and organizations of our community face the possibility of loss by fire every day. Your Fire and Emergency Services Department is organized, trained, and equipped to either prevent or reduce the frequency or severity of the perils of fire. Our first

preferred method is to prevent fires rather than fight them. We accomplish this task through a combination of “The Three Es” Engineering, Education, and Enforcement.

## **Engineering**

Engineering is the concept of ensuring contractors construct buildings in our community in accordance with current codes and regulations. We do this by working with other agencies such as the planning board, Land Management, Building Official, and contractors. We review site plans and technical drawings for all new developments, construction sites, and renovations to ensure they meet current codes and standards.

## **Education**

Education has two important components. The first is informing the members of our community on the local hazards they may expect to find in their homes and how to eliminate them. The second involves teaching our citizens, young children especially, on which behaviors to avoid, such as playing with lighters, or which behaviors to practice, such as Exit Drills in The Home.

Our Fire Prevention and Public Education program reaches out to nearly 2200 school age children and 300 seniors every year. The heart of this effort is the Massachusetts Department of Fire Services sponsored Student Awareness of Fire Education (S.A.F.E.) and Senior S.A.F.E. Programs. Through these programs, we can make school visits, conduct tours of the fire station, install smoke detectors in the homes of seniors and conduct blood pressure and senior safety clinics periodically at the Senior Center. These valuable public education programs also involve briefings to various civic organizations.

## **Enforcement**

Enforcement involves conducting fire inspection visits to ensure that the proper ignition-resistant materials are used and ensuring sound housekeeping techniques are employed to stop or reduce the spread of fire and eliminate ignition sources. Another aspect of enforcement is issuing burn permits, conducting purchase and sale inspections to ensure compliance with state building and fire safety codes, inspecting propane transportation vehicles, underground storage tanks, and oil burners or other hazardous processes.

### Community Risk Reduction Statistics

INSPECTIONS	2023
TYPE	Quantity
26F ½ Smoke/Carbon Monoxide alarm inspections	176
Annual inspections	25
Cargo tanks	2
Fire Alarms	20
Fire Safety	9
Oil Burners	186

Occupancy	53
Propane	64
Suppression system	2
Hot Works	10
Car Seat	15
<b>Total</b>	<b>562</b>

Inspections/Complaints: 0

Emergency Address Signs: 30

Burn Permits: 159

**Total Permits/Inspections: 1021**

Safety/Education Programs: 12

Senior Education: 8

Blood Pressure Clinics: 2

**Total Students Reached: 500**

Burn Permit Revenue: \$ 1,590.00

General Permit Revenue \$19,900.00

## GRANTS

The department secured the following grants in 2023:

Commonwealth of Massachusetts Student Awareness of Fire Education (S.A.F.E.) and Senior (S.A.F.E.) Grants - \$5,858.00

Commonwealth of Massachusetts Emergency Management Program Grant - \$3,500.00

Department of Fire Services Equipment Grant - \$19,000

Total Grants Received - \$28,358.00.

## Equipment Grant

The Oxford Fire and Emergency Services Department was one of over 300 Massachusetts fire departments selected to receive funding from the FY22 Firefighter Safety Equipment Grant Program. This program enables fire departments to purchase a variety of equipment that will make firefighters' jobs safer. This is the second year that funding has been awarded for this purpose as part of a \$25 million bond bill filed by the Baker-Polito Administration to support firefighter safety and health in the coming years. We received \$19,000.00 which will go to purchase 12 new portable radios to replace older outdated models.

## ACCOMPLISHMENTS AND CAPITAL IMPROVEMENTS

### **Replace Ambulance 1**

The Annual Town Meeting in May of 2023 approved \$350,000 for the replacement of Ambulance 1, a 2014 vehicle that has reached the end of its recommended service life of ten years. This new ambulance will meet modern safety design standards and be equipped with updated tools including a motorized stretcher reducing lifting injuries often experienced using manual stretchers. A replacement has been ordered and is expected to arrive by mid-March 2024. Under the current strain on the supply stream the arrival of this vehicle was expected to be sometime in mid-2026 however, we were fortunate enough to be able to obtain a demonstrator model. This allows us to replace our aging and failing vehicles quicker than expected.

### **Replace Ambulance 2**

The Annual Town Meeting in May 2022 approved \$300,000 for the replacement of Ambulance 2, a 2011 vehicle that has reached the end of its recommended service life of ten years and a replacement has been ordered. Under normal circumstances the replacement vehicle would have been received within the 2023/24 fiscal year, however with the supply stream disruptions brought on by the COVID-19 pandemic, delivery of the vehicle will be delayed until December 2024. This new ambulance will meet modern safety design standards and be equipped with updated tools including a motorized stretcher reducing lifting injuries often experienced using manual stretchers. The current vehicle has begun to fail more rapidly and is more costly to maintain. To be able to meet our emergency medical service response rates, we purchased a used vehicle that was in excellent condition to use until the replacement ambulance for Ambulance 1 is delivered. Once this occurs, Ambulance 2 will be retired, and we will be able to have a primary and reserve ambulance at each station.

### **Replace Roof at Fire Headquarters**

Our DPW Facilities Team working in conjunction with approved vendors completed a total replacement of the sub-roofing and shingles at Fire Headquarters (Station 1) in the fall of 2023.

I want to extend my deepest appreciation and respect for the men and women I am fortunate to lead and their devotion to their work. I am extremely proud of their dedication and commitment to making Oxford a safe place in which to work and live.

### **Firefighter and Officer of the Year**

For their outstanding performance of duty to the Oxford Fire & Emergency Services in 2023 Firefighter/EMT Jeffrey Morris was nominated for and selected as Firefighter of the Year and Lieutenant Nicholas Lambert was nominated and selected as the Fire Officer of the Year.



Firefighter Morris is currently assigned to Station 2 in the North end of Town. He is the senior firefighter for Group 1 Station 2 and serves as the Union Steward for Station 2 personnel. He has devoted much of this time to professional development and is working on obtaining his paramedic certification. He is also responsible for ordering all Emergency Medical Services supplies and inventory. His former career was in Information Technology, and he uses his computer acumen to help us maintain our complex data management systems.



Lieutenant Lambert serves as the Group 3 Officer-in-Charge and is the department's training officer. He devotes many hours on and off duty ensuring our members meet the requirements for training. For every hour we spend training, Lt. Lambert spends four hours in preparation. His efforts serve a significant part in keeping our Insurance Service Organizations rating low resulting in lower insurance costs for property owners.

On behalf of the men and women of your Fire and Emergency Services Department, I want to thank you, the citizens, our elected and appointed officials, and the other town departments for your dedicated and continued support in helping us keep our community safe. Your support serves to sustain our desire to serve, our ability to perform, and our courage to act.

Respectfully submitted,  
Laurent R. McDonald, MPA, FOIV, EMT  
Chief, Fire and Emergency Services  
Director, Emergency Management

## **POLICE DEPARTMENT**



(Chief Saad Dress Uniform)

In 2023, the Oxford Police Department underwent a significant transformation with the departure of Chief Anthony Saad, Lieutenant William Marcelonis, and Detective Kevin LeBreton. The Town of Oxford started searching for a new Chief to replace 80+ years of experience and institutional knowledge. Eventually, they appointed Westborough Police Lieutenant Michael Daniels as their next Chief of Police.

Before I start my first annual town report, I would like to take a moment to recognize and thank my predecessor, Chief Anthony Saad, for his unwavering support. It is rare to see a Chief of Police support their successor in this field, but Chief Saad has shown immense support due to his love and bond for the community of Oxford.

Like many organizations nationwide, hiring and retaining individuals has been significant. For Law Enforcement, cultural shifts and social justice issues have made recruiting and retaining quality candidates difficult. Law enforcement has had to find new and innovative ways to recruit officers to keep our communities safe. The town of Oxford, for many years, has utilized the state's civil service system to hire and promote Police Officers, which provided significant barriers during unprecedeted times.

On October 5<sup>th</sup>, Oxford was removed from civil service, allowing us to hire two Officers to replace Lieutenant William Marcelonis and Detective Kevin LeBreton. This process utilized a hiring committee of 3 Sergeants and 4 Patrol Officers. Upon completion of interviews and rigorous background checks, conditional offers were made to Officer Mark Harris from Wilbraham PD and Officer Jeffrey White from Hopedale PD, both of whom were laterals from other departments.

As a result of the new hires, we reassigned Officer Bishoy Ibrahim to Detectives to replace Detective LeBreton. A promotion to Lieutenant will be announced later in the Spring of 2024.

In addition to departures from our Patrol Division, we've also seen changes to our communications department. Dispatcher Daniel Webster resigned to seek another opportunity. Dispatcher Elysha Clemente was hired to replace Dispatcher Webster. Part-Time Dispatchers Kristina Dixon and Dom Esposito were hired to fill our Part-Time ranks.

My first 90 days as your Police Chief were spent evaluating our administrative and operational efficiency, training, equipment, and facilities.

With your help and support, the Oxford Police Department will begin laying the groundwork for progressive policing with a vision of enhancing public safety, community engagement, career growth, development, accountability, and transparency.



(L-R Officer Jeffrey White, Chief Michael Daniels, Officer Mark Harris)

## AWARDS

Officer(s) Kevin Mercier and Richard Fairbanks were awarded the Medal of Distinction in recognition of their response to an armed robbery in early October. The Medal of Distinction is the department's third highest award and shall be awarded to individuals who distinguish themselves by service or performance in an outstanding or exemplary fashion. The actions or performance shall be exceptional and beyond the call of normal duty circumstances.

## GRANTS

In recent years, grants have been an essential way for the Oxford Police Department to receive funding so the town budget has the capacity for other projects. This year, we received \$137,381 in grant awards. These grants have allowed us to purchase portable radios, increase traffic enforcement, and support state-mandated training and coverage for our communications center personnel.

## COMMUNITY EVENTS

Community events are excellent for building relationships with our citizens; new for this year is a collaboration with Senior Center Director Laura Wilson and I called Breakfast with the Chief. Breakfast with the Chief is a new community initiative where we connect with our Senior Citizens to engage and let them know what's happening in the community. At the same time, they are being served breakfast every third Thursday of the month at the Senior Center.



(Oxford PD & Library Director Brittany McDougal Bialy & Staff)

Members of the Oxford Police Department partnered with our churches and local establishments to donate clothing and food. Operation Santa was an enormous success this year as we supported several families who needed gifts for their children and community members donating coats for our homeless veterans. As a department transitioning into new leadership, we want the community to know we are planning new initiatives for the upcoming year.

## SPECIAL THANKS

Due to this being my first town report, I wanted to take the time to thank my command staff, Sgt. Jeromy Grniet, Sgt. Joe Conlon, Sgt. Jason Burdett and Sgt. Michael Gifford for all their hard work and support. I especially want to thank my Executive Assistant, Debra Light, for her patience and support. Deb has been with us for 22 years and has worked for 5 Chiefs. Her institutional knowledge is remarkable, and I think my predecessors would agree that Debra Light is irreplaceable.

Respectfully submitted,

***Michael K. Daniels***

Chief of Police

Following is the annual 'statistical list' highlighting several categories (CY 23').

CRIMES AGAINST PERSONS 77

CRIMES AGAINST PROPERTY 214

CRIMES AGAINST SOCIETY 17

Note:

Crimes against persons include:

- a. simple assaults
- b. sexual offenses

Crimes against property include:

- a. Destruction of property
- b. All larcenies
- c. Thefts
- d. Breaking & entering
- e. Fraud

Crimes against society include:

- a. narcotic violations
- b. weapon law violations

Group B Crimes include:

- a. disorderly conduct
- b. liquor law violations
- c. all other offenses

ARRESTS 382

INCIDENT REPORTS 579

CITATIONS ISSUED 1116

PARKING VIOLATIONS 178

ACCIDENTS INVESTIGATED 303

ORDERS SERVED 98

LICENSES TO CARRY FIREARMS ISSUED 388

**OVERALL CALLS FOR SERVICE** **36,018**

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# PUBLIC SERVICE

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## OXFORD COMMUNITY CENTER ANNUAL REPORT 2023

The Oxford Community Center (OCC) is a publicly owned facility whose mission is to provide an environment that encourages creative, intellectual, healthful living and recreational pursuits that address the needs and desires of the community. Within the building confines of the Oxford Community Center, one can also find the administrative offices of the Oxford Public Schools, the Oxford Ecumenical Food Shelf, and Oxford Cable Access. All are located at 4 Maple Road. The Community Center also operates the beachfront, beach house and splash pad at Carbuncle Pond and offers community programming on the Town Common and Bandstand at Joslin Park.

**OCC Children's Programming:** This year, pre-school age programs, as well as school vacation programs, including StartSmart Football and Intro to Cheer, proved to be very popular.

Our Summer Program at Carbuncle offered 7 weeks of programming with full-day and half-day options for children in grades 1 through 7. Our new Gaga-ball pit was certainly the favorite activity of most of the children, with rock-painting a close second.

The Splash Pad was a very popular place to cool off and we enjoyed 3,766 visits!

The OCC basketball courts, and gymnasium are in high demand once again. Our Summer and Winter Recreational Basketball Programs continue to be well-attended, along with Start Smart basketball, football, and soccer, and skills and drills clinics for softball and baseball. Drop-in court time for basketball has been offered at least 4 days per week.

**Fitness Program:** Our Group Fitness Classes continue to be the highlight of our fitness program. Members enjoy strength, cardio and flexibility training in morning and evening classes with certified, talented and caring instructors. As always, our SilverSneakers classes lead the way in participation. The Cardio/Weight Room is being utilized by residents of all ages, from high school students to those in their 80s. Our fitness program enjoyed over 13,000 visits in 2023!

**Adult Programming:** In addition to the full fitness program, we began offering Beginner Pickleball Lessons and dedicated drop-in gym time is available for both basketball and the growing sport of pickleball. In keeping with the popularity of our gymnasium, rentals have increased, with multiple men's groups playing basketball.

**On the Common:** The Community Center hosted the Town's second annual Fun, Frost, and Family Winter Festival on January 21, 2023. Festivities began with our second Polar Plunge at Carbuncle Pond. Considering it was a "warm January", this year we were able to run into the

pond directly from the beach. Activities on the Common featured an ice sculpture demonstration, music from 104-5 XLO, fire pits with smores and hot chocolate, and horse-drawn wagon rides.

A new element added was the “Wishing Tree.” We offered colorful ribbons on which people wrote their wishes for 2023. These have been sewn into a garland that will adorn the Bandstand during the 2024 Winter Festival. This will become an annual tradition, with the garland being added to year after year. To warm up, within the Community Center we held a Bemis Farms workshop, children’s crafts and games, and a vendor fair with live acoustic music. As you can imagine, much planning and many volunteers made this event possible.

In May, we hosted a Mental Health Awareness Day. During the summer, OCC hosted our third annual Teddy Bear Picnic with over 50 families enjoying a picnic lunch, storytime by the Oxford Free Public Library staff, and Oxford’s Bobby Bear filled in for Smokey the Bear, who was in Canada fighting wildfires. We also presented six Movies on Main and 10 Concerts on the Bandstand, providing great opportunities for free outdoor entertainment.

In April and September, OCC organized Town-wide yard sales, registering households and those selling on the Common, and providing street lists to hundreds of shoppers.



Our fourth annual Scarecrows on the Common event, with a vendor fair, children’s games, live entertainment, children’s costume parade and of course a scarecrow contest, was a great success. The Oxford Cultural Council provided free popcorn and facepainting, and served pizza donated by P&D Pizza. We have so many very generous, talented, and creative residents, businesses, and employees in Oxford!

Our final event on the Common during 2023 was the annual Tree Lighting. The Oxford Fire Department’s Holiday Light Parade again delivered Santa and Mrs. Claus to the bandstand to light the tree. Several hundred residents filled the Common to enjoy listening to holiday music provided by resident Justin O’Halloran of B.DJ Entertainment and watching the parade; Boy Scout Troop 147 decorated the tree; local volunteers served hot chocolate and handed out holiday necklaces; and as with most of our large programs, Oxford Cable Access provided assistance and filmed the event.

We would like to thank all who participated in our programs and activities at the Oxford Community Center, Carbuncle Park and on the Town Common this past year. Providing



opportunities for the community to come together is our task, goal, and focus. We truly appreciate all who take the time to enjoy the opportunities, and to support our efforts. Several local businesses, including P&D Oxford House of Pizza, Jess' Sweets & Treats, N&J Donuts, Oxford Subway, BK Tree Service, Aquarion Water Company, Peckham Industries, and B DJ Entertainment continue to support us. Our two Senior Tax Work-off Program participants were able to lighten our loads and brighten our spirits. Additionally, without support by way of funding from the Smolenski Millette Charitable Trust, the Taft Charitable Foundation, Janet Malser Humanities Trust, Oxford Cultural Council, Massachusetts Cultural Council, and the Attorney General's Office, our free community programs would not have occurred.

We also offer our sincere appreciation and gratitude to all our fellow town departments. The spirit of community and collaboration is strong across departments, which allows us all to better serve the residents of Oxford.

*Respectfully submitted,  
Shelley Lambert, Director  
Caitlin Peters, Program Coordinator  
Activity Coordinators, Seasonal Staff & Instructor Team*

#### **TOWN OF OXFORD RECREATION COMMISSION 2023 ANNUAL REPORT**

It is with pleasure the Town of Oxford Recreation Commission submit their 2023 Annual Report to the community.

The Commission members thank Roger McCarthy, former Vice Chair, for his years of dedicated commitment to the community. Roger has a wealth of knowledge as to the trails in our town as he is an avid running athlete. Roger continues to contribute his time to the Town of Oxford, and we are better for it.

#### **RUEL FIELD**

In 2023 the Oxford Girls' Softball League looks forward to their 2<sup>nd</sup> year of successfully operating the Concession Stand and bathrooms at Ruel Field. Their dedication to this endeavor has opened the door for leagues in our town to have an established Concession area at game time.

The commission thanks them for their outstanding dedication. Girls' Softball is a popular league in our community, and we cheer on the teams as they continue their outstanding sportsmanship and athletic achievements.

Softball tournament for both Men's and Co-Ed teams ran throughout the season.

The Massachusetts Gaffney Soccer Tournament was held in June. Extreme weather unfortunately brought this tournament to a premature end. Sadly, weather did not cooperate during the Spring – Summer Season for some of our sports teams.

Field irrigation system (Phase 1) was completed in August of 2023. Security cameras are operating and has curtailed vandalism that has been needlessly occurring at Ruel Field.

The Commission continues to work on improvements for Ruel Field, we look forward to support as we are diligent in our goals for these town fields and well-being of our community. The Recreation Commission has purchased new playground equipment, and we look to install this play scape summer in 2024.

### **STANLEY JOHNSON / HORGAN FIELD**

Greenbriar tennis and pickle ball courts continue to grow in popularity. The Commission looks forward to supporting maintenance updates of the courts.

Oxford Little League proudly hosted the Massachusetts State Little League Championship. The event brought players and families to Oxford to enjoy a great series of baseball. A well-attended championship series was one of the highlights of the season.

### **CARBUNCLE PARK**

Oxford High School NJROTC continued the tradition of stocking Carbuncle Pond with over 1000 beautiful trout. This provides some of the best fishing for our community, a perfect start to the fishing season.

Carbuncle Summer Club and Splash Pad run by Oxford Community Center for the summer are always popular with the youth of our Town. It is a terrific partnership of Recreation and Community Center that makes sure these play areas are available to keep our children active.

### **TREASURE LAND PLAYGROUND**

Is always a popular stop for our children. This playground area is enjoyed by families from Oxford and those visiting our town.

Plans for a shaded seating area is on the Commission's wish list.

Sadly, Treasure Land has been plagued by unnecessary vandalism. The Commission members remind our friends and neighbors if you see something out of place, please contact OPD.

### **JOSLIN FIELD**

Joslin Fields are in good condition due to the maintenance program and sprinkler system that is coordinated Oxford Soccer League. This field is used by the ever-popular Pee Wee Soccer

program (6 to 8 year-old children.) The basketball courts, skate and bike park continue to have regular visitors.

OCC had a successful outside summer basketball league at Joslin Basketball Courts that was well attended. We look forward to seeing this league continue.

### **NORTH OXFORD BASKETBALL COURTS**

**SHOUT OUT! Oxford's Own Premier Sealcoating** WOW! What an amazing rehab of the North Oxford Basketball Courts! Ryan Anderson and his team did an outstanding job and more than spruced up the courts.

Any day or evening you can go by, and the courts are more popular than ever. The Oxford Recreation Commission cannot Thank You enough for giving back to the Town you love. Thank you, Ryan, and your talented team!

Oxford Recreational properties continue to be used for various activities by diverse citizens of all ages. The Recreation Commission continues to research and offer programs with the outlook and focus on Oxford community's health and wellbeing. The Commission would like to thank the Oxford DPW Crew for maintenance and support of the town's fields and parking areas. The Commission continues to do all it can to curtail the uncalled-for vandalism our field areas suffer from.

We ask if you see any kind of questionable activity or vandalism on our Town Fields, please contact OPD, together we can break this cycle of disrespect. Thank you to all Oxford Residents for your continued support.

Respectfully submitted by,  
Joel P. Masley, Chairperson  
Eric Lambert, Vice Chairperson  
Jody Anderson  
Greg Gray  
Wayne McFarland  
Kerry Russell

Brenda A. Ennis, Clerk

### **Oxford Conservation Commission 2023 Annual Report**

The Conservation Commission is charged with administering the Massachusetts Wetlands Protection Act (WPA), M.G.L. Chapter 131, Section 40 and Regulations 310 CMR 10.00. The Commission's jurisdiction are the specific areas and activities specified under the WPA. In administering the WPA Regulations, the Commission reviews proposed projects under their jurisdiction and issues permits for those projects that meet the requirements and performance standards of the regulations. The Commission conducts site visits in advance of approving

projects and also conducts inspections during development to ensure that wetland resource areas are being protected.

In 2023, the Commission conducted 114 site visits/inspections, issued 13 Orders of Conditions, 2 Order of Resource Area Delineations, 9 Determinations of Applicability, 5 Certificates of Compliance, 1 Enforcement Order and 2 Emergency Certifications.

Additionally, the Commission coordinates various community events and educational opportunities to promote the protection of natural resources. The Annual Family Fishing Festival & Fun Day was held on Saturday, May 6, 2023. The event, co-sponsored with the Massachusetts Division of Fisheries and Wildlife, was once again a success with folks of all ages enjoying a day of fishing, games and refreshments. Many volunteers helped out during the day including the High School JROTC members, Girl Scouts, Community Center volunteers and USACOE Rangers.

The Commission also helped coordinate the newly formed Grow Native for Pollinators Campaign. Over 80 people participated in the Campaign in some way. Volunteers and supporters built a pollinator-friendly demonstration garden at 450 Main St. The garden includes native plants and was host to many butterflies, moths and bees. A well-attended public forum was held in March where the public visited a variety of pollinator-related stations and listened to a special guest speaker discuss the importance of native plants and the benefits to pollinators.



In June, a Celebrate Pollinators Day Festival was held at Joslin Park. This event was bursting with everything pollinator and native plant related including plant giveaways, Plant Talk, information tables, children's activities and games and a special line-up of vendors. Other Campaign activities during the year incorporated pollinator-themes in library programs, summer camp, movie night, nature walks/talks and a student art show.

At the end of June, long-time Chairman Robert Manuel resigned from the Commission. Mr. Manuel was an active Commissioner for 17 years, 15 of those years as Chairman. His experience, knowledge and humor was a great asset to the Commission and all of the residents that he encountered. Member Edward Stuczko, who served on the Commission for 14 years also resigned in 2023. The Commission wishes to thank both members for their years of service.

At the end of the year, the Commission consisted of Paul Cunningham, Chairman; Arthur Firl, Vice-Chairman, Albert Shahnarian, member; J. William Zoldak, member; Tom O'Neill,

member; Sheila Conroy, member and Wayne McFarland, member. Staff consisted of Judy Lochner, Agent and Alysia Turner, Clerk.

The Commission wishes to thank all of the town departments and other town boards for their assistance during 2023.

Respectfully submitted,  
Paul Cunningham, Conservation Commission Chairman

### **COUNCIL ON AGING / SENIOR CENTER**

2023 proved to be another great year for the Senior Center. We welcomed Kristen Zamis, as our Assistant Director.



We are very fortunate to have our own “in-house” cook for our lunches. We served over 4,400 lunches. Our seniors enjoy a great lunch and conversation on Tuesdays and Fridays.

Our transportation is key for our seniors who do not drive. Between our in-town and out-of-town vans we provided over 5,900 rides. Our extended transportation hours for our in-town van have allowed seniors the opportunity to attend activities at the Senior Center in the afternoon.

We have the greatest group of dedicated volunteers. Whether it be to answer the phone, serve lunches, assemble, and distribute our monthly newsletter, they are always willing and ready to help.

Outreach is a key part of our daily function. We assist many seniors with applications for LIHEAP (Fuel Assistance), SNAP (formerly Food Stamps), Medicare, Supplemental Health Insurance, and Housing. Our staff is always ready to assist our seniors in other areas, such as Handicap Placard Applications, Driver’s License, and Car Registration renewals.

The social aspect is very important for our seniors. We offer cards, exercise classes, movies, BEANO, book club, needle working, men’s group, special presentations, entertainment, bus trips, and so much more. We work closely with the Police Department, offering a monthly “Breakfast with the Chief”, and with the Fire Department/EMS offering “Senior Safe Talks”.

Oxford’s seniors are the GREATEST!

Our Senior Center would not be what it is today without the support of the Staff, Council Members, Volunteers and Town Manager Jennifer Callahan.

Respectfully submitted,  
Laura B. Wilson, Director

## **VETERANS DEPARTMENT**

Under the Veterans Department there is one part time Veterans Agent. Due to the limited hours Dave Adams, Oxford Veterans Agent can be reached at any time on his cell phone at 405-249-6724 for support.



It was a busy year for the Veterans Department as we provided services and support to hundreds of Veterans and family members within Oxford. On October 10, 2023, the Veterans Agent held a Resource Night where the VA was present to support. Over 60 Veterans and family members attended. The Veterans Agent provided resources ranging from Ch. 115 Benefits, VA Claims, Healthcare, housing issues and other resources.

On November 6, 2023, the Town of Oxford along with the Veterans Agent hosted its annual Veterans Luncheon in the Senior Center serving over 160 Veterans and their families.

*Respectfully submitted,  
David Adams, Veterans Agent*

## **OXFORD HISTORICAL COMMISSION**

The Oxford Historical Commission (OHC) sponsored monthly informal discussions called “Let’s Talk Oxford History” with plans to continue in 2024. This opportunity to participate is extended to everyone, from longtime residents to new residents. It is imperative to come together to share, listen, ask questions, and learn about this town. Discussions will be advertised on the Town Website, Facebook, Huguenot Memorial Society Website, and Senior Center Newsletter.

Oxford’s newest park was dedicated to Lt. Dorothy M. Taft Barre! First Lt. Dorothy M. Taft Barre was a registered nurse in the United States Army Nurse Corps during the Second World War in Europe. After Dorothy returned from the War, she married Clarence Barre who had served as a paratrooper in France and Belgium. The park is located very close to her former home on Sutton Avenue. Her loyalty to several local and national veteran organizations is well documented, in addition to countless Oxford organizations. Her nursing career and extensive volunteer work serve as an inspiration to future generations. Today, “Dotty” continues to be an innovative and resourceful person who is committed to finding impactful solutions.

The town designated OHC to serve as the liaison to care for the 1872 District 8 School House at Joslin Park. This year the OHC was ecstatic to host the Third-Grade students from Clara Barton School again. It is heartwarming to educate students on the history of their town. Interestingly, two former third grade teachers at Clara Barton School portrayed teachers from the Merriam District (1872-1900) schoolhouse. Periodically, the schoolhouse is open to the public with donated displays of photographs and artifacts. Patrons are welcome to contact the chairman to open the school at other times.

Several improvements were made to the 1872 School House to increase user accessibility. A new ADA approved ramp was constructed by the Department of Public Works (DPW). Richard Shumway of the Commission directed the staining of the ramp project. OHC members and a town volunteer stained the ramp.

The OHC serves as the liaison for the Huguenot Fort Site on Fort Hill Road with support from the DPW. This park has continual visitors which become captivated by the informative sign describing the landscape of the past inhabitants. Small groups are welcome to contact the OHC chairman for a tour of the fort.

In the fall, three historical walks in Oxford were planned. Joseph Beaulieu led a guided walking tour through Greenbriar. Terry Cummings and Thomas Siplas excursion followed along the French River. These walks were crafted from information previously presented during “Let’s Talk Oxford History” discussions. Due to rain, the planned Walktober Walk with The Last Green Valley Ranger was postponed to 2024. The Walktober event consists of a tour educating participants about the Oxford Main Street Historic District. The OHC is proud to maintain membership in The Last Green Valley National Heritage Corridor which publicly promotes this area’s history, celebrates its open space, natural resources, agriculture, trails, conservation, and outdoor recreation. Oxford is one of the few towns in south central MA that belong to The Last Green Valley along with 35 towns in northeast CT.

During the year, the Central Mass Regional Planning Commission (CMRPC) reviewed the historical submissions from the Oxford Open Space and Recreation Plans. CMRPC seeks to ensure current data with insight from Commission. The OHC continues to ensure protection for Oxford Center and Oxford’s wide street within the National Register District.

Inquiries come to the Commission and are answered with the research material available in our archival collection. Among donations accepted during 2023 were; several old photos, a variety of historical booklets, a large map of the world found in the attic of an old home being rebuilt, a chair from Max’s (Casagranda) Mobile and Exxon Station 1950-2000. Additional donations included a copy of the Crimson Cross Pageant (Spitz), an antique doll carriage for the Clara Barton Birthplace-Museum, a book “Expedition in Asia Minor and Relief Operation” (Clara Barton), a set of Civil War Maps and booklets, and a first day cover. Furthermore, Joseph Beaulieu had his father’s home movie of their home being moved out of Greenbriar professionally updated. At the Annual Town Meeting Raymond Rheault presented a gavel he created to then Town Moderator, Russell Rheault, his brother. Raymond made it from the wood of the old Huguenot Oak tree which has been saved for special projects. It is to be used by Town Moderators to conduct future meetings.

The OHC extends its gratitude to countless constituents and the Oxford Senior Center. We appreciate historic item donations which can be preserved for future generations. We value the willingness and volunteerism of the Oxford community. Celebrating and preserving the history of Oxford allows residents to take pride in their heritage for years to come.

Respectfully submitted,  
Jean M. O'Reilly, Chairman

## **PLANNING BOARD**

The Planning Board is chartered by the Town and Massachusetts General Law to administer local and state bylaw and zoning and subdivision regulations. The Planning Board makes recommendations at town meetings about matters concerning the physical, economic, and environmental development.

Planning Board membership at the end of the year consisted of: Craig Holmberg (Chair), Richard A. Escolas, Jr. (Vice Chair), Kristine Bird (Clerk), Matthew Pearson (Assistant Clerk), Jeffrey Stafford (Member), Roger McCarthy (Member), and Mark Lee (Member). Mr. Stafford and Mr. Lee resigned from the Board earlier in the year. Ms. Sheila Conroy and Mr. Ronald Donaghy were appointed to fill the two vacancies.

Staff consists of Eric Rumsey, Town Planner.

The Planning Board held twenty-three meetings and two subcommittee meetings during the year 2023. The Board endorsed five plans not requiring subdivision approval. The Board considered fourteen special permit applications, two zoning bylaw amendments, eight site plan review applications, four stormwater/land disturbance applications, and six lot releases for subdivision lots.

Notable approvals in 2023 include two new businesses coming to Leicester Street, a new manufacturer, and several new businesses on Main Street.

*Respectfully submitted,  
Craig Holmberg, Chair*

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals (ZBA) meets on Thursday evenings, as needed, to hear and decide on applications for Variances, Special Permits and Appeals of Administrative Zoning actions as prescribed under the Town of Oxford Zoning Bylaws and Massachusetts General Laws.

During 2023, the Board held eleven meetings (February 16, March 16, April 10, May 25, June 15, July 13, August 10, September 5, September 21, October 19, and November 16). In total, the ZBA acted on one special permit application, two comprehensive permits, and seven variance applications.

At the close of the year, membership consisted of: David Silverman (Chair), Peter LaFlash, (Vice Chair), Stephen Balcunas (Clerk), Alfred St. Germain (Member), Thomas Purcell (Member), Robert Keogh Sr. (Alternate). Member Administrative support is provided by Eric Rumsey, Town Planner.

*Respectfully submitted,  
David Silverman, Chair*

## **OXFORD HOUSING AUTHORITY**

The Oxford Housing Authority, a public corporation, was organized in 1971 as authorized by Chapter 121 of the General Laws of Massachusetts.

**Annual Meeting:** The first regular meeting after the Annual Town Election

**Regular Meeting:** The second Tuesday of the month at 10:00 a.m. at the Housing Authority's Office.

**Office:** 23 Wheelock Street, Oxford, MA 01540

### **Board Members**

Karen M. Erickson, Chairman

Wayne McFarland, Vice-Chairman

Dale J. Mahota, Member

Margaret Madore, Member

Arsenio Luz, Assistant Treasurer

### **Terms**

Karen M. Erickson, State Appointee 5-year

Margaret Madore, Board of Selectmen 5-year Appointee

Dale J. Mahota, Elected 5-year

Wayne McFarland, Elected 5-year

Arsenio Luz, Elected 5-year

### **Personnel**

Barry J. Nadon Jr., Executive Director

Matthew Morse, Admin. Asst./Housing Administrator/Accounts Receivable

Chenelle Jenkins, Champ Tenant Coordinator/Housing Admin./Accounts Payable

Kerrie Sturtze, Section 8 Coordinator

Lisa Bennes, Resident Service Coordinator

Barry Nadon Jr., Maintenance Supervisor

Walter Brown, Maintenance Janitor/Laborer

Chris Boyer, Maintenance Janitor/Laborer

Chris Magill, Maintenance Janitor/Laborer

Karen Alhers, Attorney

Gordon/Griffin, LLC, Accountants

The Oxford Housing Authority's primary function is to administer public housing programs in the Town of Oxford and to recommend and apply for financial assistance to State and Federal agencies for housing programs, when and if needed. The Authority currently administers a total of 187 units of State-aided Housing. 66-units were completed in 1978 and a 52-unit State-aided project was completed in 1979.

The Housing Authority completed a Development Grant in 1997 for the construction of 48 units of elderly/handicap, 14 units of family, and 4-units of special needs. The Housing added 2-unit of family to its portfolio in 2019 in Brookfield. The Oxford Housing Authority also administers

149 units of Federal Section 8 Rental Assistance Program. The Oxford Housing Authority entered into a management agreement with the Warren Housing Authority in July of 2023. Oxford Housing Authority manages 59 state units, 4 family units, and 6 project based Section 8 units.

Submitted by,  
Barry J. Nadon Jr.  
Executive Director

### **OXFORD FREE PUBLIC LIBRARY – REPORT OF THE DIRECTOR**

2023 proved to be our most “normal” year since 2020, as our statistics have grown drastically compared to the last 3 years. In FY23, we circulated 75,914 items and in FY22 we circulated 58,742 items – that’s a 29% increase from the prior fiscal year! It has warmed both mine and the library staff’s hearts to see the library being used the way it once was before the pandemic. We’ve missed seeing so many of these friendly faces!

This year brought many fun and educational programs, especially for our young residents. Our Children’s Librarian, Deborah Bilis, put together many paint programs that our young residents, along with their caregivers, enjoyed throughout the year. A few highlights from the Children’s Room this year included: local author visits from Robert Racicot and Louise Chadborne; our yearly “stuffy sleepover” event; music and movement classes with Deb Hudgins; a Pollack inspired paint program with Shelby Davis; and numerous arts and crafts programs. We also held our ever-popular Gingerbread House program and our Photos with Santa and Mrs. Claus – all of which were highly attended and enjoyed by all. Ms. Deb also made monthly visits to the Clara Barton school in the first half of the year, where she read a story and brought crafts for the students to make.

Our Children’s Services Assistant/Storytime Coordinator, Kelcy Beaudry, did a splendid job with storytimes for different age groups this year and even added more sessions to keep up with the high demand. Ms. Kelcy also introduced a “Story Stroll” at the Treasure Land Playground during the summer and early fall months – this featured a story that was posted throughout the playground for families to enjoy and was changed out periodically. We hope to bring this back again next year!

The Friends of the Library worked diligently to put together their Spring and Fall Book Sales. We would like to thank our Friends group for their dedicated hard work to make this year’s book sales such a success! If you are interested in becoming a part of this amazing group, please visit their website for more info: [www.friendsofoxfordfreelibrary.org](http://www.friendsofoxfordfreelibrary.org)

The library continues to be grateful for those who have sponsored our Library Pass Program this past year: The Friends of the Library funded passes to Davis Farmland and the Roger Williams Park Zoo.

The Oxford Woman’s Club and the Friends of the Library jointly provided passes to the Children’s Museum in Boston. John Bowes donated the Boston Museum of Fine Arts Pass. The Oxford

Cultural Council provided funding for passes to the Tower Hill Botanical Garden as well as the Worcester Art Museum. The Taft Charitable Fund provided museum passes to the Ecotarium and the New England Aquarium. Our Library Pass Program continues to be a huge success!

A whole-hearted thank you to those who have so graciously made donations to the library throughout the year and who have also made donations in memory of loved ones – we are incredibly grateful for your support.

I would personally like to thank my dedicated staff, the Board of Trustees, all Town departments, and of course, our loyal patrons for yet another successful year.

We hope to see you at the library soon and wish you all good health and safety in the coming year.

*Respectfully submitted,  
Brittany McDougal Bialy, Library Director*

#### **OXFORD FREE PUBLIC LIBRARY – REPORT OF THE BOARD OF TRUSTEES**

The library continues to be your place to find the information you seek and the recreational reading, listening, and viewing that you love and enjoy. We are proud of the “free” in Oxford Free Public Library, and rightfully so, as these past few years have offered some unexpected turns. Our goal is to ensure every Oxford resident free and equal access to all library services. Our collection is always changing and growing to fit the needs of our community.

2023 brought the return of our ever-popular Art in the Yard exhibit for its seventh year. We would like to thank this year’s sponsors, the Oxford Cultural Council and Mass Cultural Council, for their generous contribution which allowed us to host 6 pieces of art. We would also like to give special thanks to our Department of Public Works for their assistance with the installation of the exhibit. We brought back audio tours, through the app Otocast, for our patrons to enjoy while walking

amongst the pieces of art. We were impressed with this year’s art submissions and look forward to next year’s exhibit. If anyone is interested in sponsoring a piece, please contact our Library Director.



This year the library introduced “For the Love of Art: A Community Art Show”, which was held during the months of July and August. It was quite a success, with 42 artists participating – each artist was able to show up to 2 pieces of artwork. All ages, all mediums, and all forms of artful expression were welcome! It has

been decided to continue this community art show annually, so if you or someone you know happens to be interested, be on the lookout for the call for artwork in late spring of 2024.

The Board is grateful to those who have donated or asked that their donation be made in memory of a loved one, to the Oxford Free Public Library. Your generosity is greatly appreciated and helps to secure the future of your library. We also thank those who contributed towards our Library Pass Program, which is yet another popular service we offer. We are thankful to the library staff who keep the library running smoothly and providing excellent customer service to our patrons day-to-day.

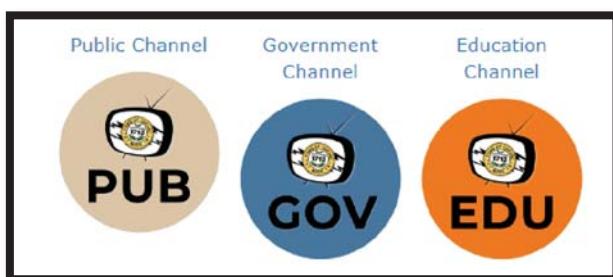
This year has yet again shown the true dedication our staff have to this wonderful community. We are also thankful for our Friends group who worked behind the scenes to put on two very successful book sales this past spring and fall.

And lastly, a great thanks to you, our dedicated patrons, for your continued support. We are looking forward to what is to come at the library in 2024.

*Respectfully submitted,  
John J. Bowes, Chair  
Harry R. Williams, Vice-Chair  
Carole A. Steina*

### **CABLE ACCESS**

Oxford Cable Access (OCA) is our local PEG (Public, Education, and Government) service to record town meetings and events. The mission of Oxford Cable Access is to entertain and inform the community through local PEG programming and provide access to media production for residents and employees. Funding for this department is derived from fees collected by Charter Communications from cable subscribers.



Oxford Cable Access had a busy year of improvements and upgrades to bring higher quality content to the community. Throughout the year, we focused on providing coverage of town events and municipal meetings. We covered events like the Winter Festival, the Family Fishing Festival and Fun Day, the Memorial Day Parade, the Spring into Health Event, the Teddy Bear Picnic, Public Safety Day, the Veteran's Day Ceremony, Parade of Lights and Holiday Tree Lighting. OCA welcomed a new Media Production Coordinator that looks to bring some new and creative ideas to the Town of Oxford.

This year we focused on reaching a wider audience with the new addition of our online streaming servers for both the Education Channel and the Government Channel. Residents are now able to watch both channels online even if they do not have access to cable in their homes.

In addition to the new live streaming capability, we also launched our all-new Video on Demand Website. This website serves as our video archive where viewers can watch past programming such as board and committee meetings, town events, and more.

Equipment upgrades and replacement of equipment continued to bring high quality productions to the Town of Oxford. With this new equipment we hope we will be able to cover more events and showcase just how great the Town of Oxford is to live in and be a part of.

OCA also distributed events and information through our electronic Bulletin Board. All three cable access channels contain a customizable electronic Bulletin Board that runs in between programming daily. Each one was designed with a modern feel to display important information and resources to the community. The Bulletin Board feed can also be found on the Town Website under the Cable Access department.

Finally, we also introduced a new feature to our Video on Demand Website. Now when you watch a meeting back on our Video on Demand page you can enable closed caption for subtitles. This will help people with disabilities to read what is being said in the meetings and for those that would rather read captions than here the audio of a meeting.

We are very excited to continue to grow Oxford Cable Access as a department and bring community media into the modern age.

*Sincerely,  
Matthew DeCiero  
Oxford Cable Access  
Media Production Coordinator*



## 2023 TOWN CLERK STATISTICS AND REVENUE

	Birth Certificates	Death Certificates	Marriage Certificates
2022	132	132	60
2023	129	112	55

### Vital Records Revenue

Birth Certificates	\$3,510.00
Death Certificate	5,720.00
Marriage Certificates	1,881.00
Marriage Intentions	1,550.00
<b>Total Revenue for Vital Records</b>	<b>\$12,661.00</b>

### Miscellaneous Revenue

Business Certificates	\$3,410.00
Miscellaneous Account	49.20
Public Records Requests	1,214.75
Copies	37.65
Raffle and Bazaar Permits	40.00
Street Listing Books	110.00
Pole Locations	40.00
Registration of Flammables	1,245.00
Certificate of Residency	20.00
General Bylaws	15.00
Zoning Bylaws	20.00
Zoning Map	.00
Subdivision Rules and Regulations	.00
Charter	.00
Municipal Legislation	.00
Notary Fees	13.75
Fines – Non-Criminal Disposition – Board of Health	8,250.00
Marijuana Tickets	.00
Bounced Check Fee	50.00
Vital Record Amendments	20.00
Auctioneers Permit	200.00
<b>Total Revenue for Miscellaneous Items</b>	<b>\$14,735.35</b>

### Animal Control Revenue

Dog and Kennel Licenses and Late Fees	\$20,169.00
Cat Licenses and Late Fees	6,673.00
Duplicates Animal Licenses	5.00
Fines – Non-Criminal Dispositions – Animal Control	7,200.00
<b>Total Revenue for Animal Control</b>	<b>\$34,047.00</b>

### Online Transactions

Birth, Death, and Marriage Certificates	\$2,060.00
Dog Licenses and Late Fees	6,120.00
Cat Licenses and Late Fees	960.00
<b>Total Electronic Receipts</b>	<b>\$9,140.00</b>

**Total Receipts by Town Clerk paid to the Treasurer Collector** **\$70,583.35**

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# PUBLIC WORKS

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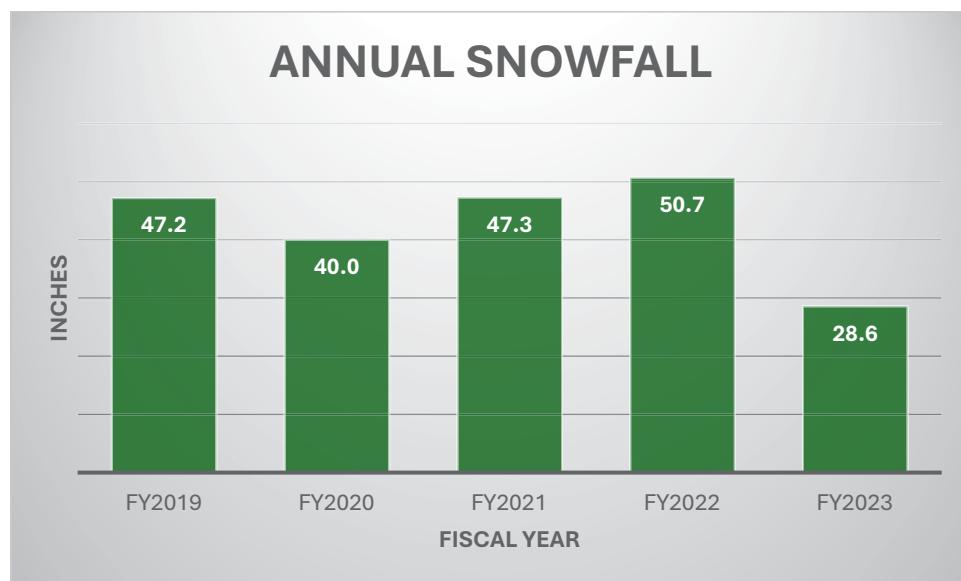
## **DEPARTMENT OF PUBLIC WORKS**

“It is the mission of the Oxford Department of Public Works to provide the community, its visitors, and all Town departments the highest quality public works, essential services, and facilities in a responsive, safe, efficient, and cost-effective manner. Through the dedicated effort of our team the DPW plans, constructs, and maintains the Town’s infrastructure to support and enhance quality of life, public safety, environmental sustainability, and economic growth.”

*Oxford DPW Mission Statement*

## **SNOW & ICE OPERATIONS**

The DPW responded to 14 measurable snow and/or ice events requiring deicing and/or plowing of roadways in fiscal year 2023. In addition, DPW responded to 23 unmeasurable conditions such as black ice, intersection clearing, and removal of snow piles. The season started on November 15, 2022, with 1.0 inches of snow and ended on March 15, 2023, with 3.0 inches of snow. The highest recorded snowfall event occurred on January 22-23, 2023, with a total accumulation of 4.6 inches. Officially, 28.6 inches of snow fell on the Town of Oxford. (Source: Town Contract Meteorologist: Precision Weather Forecasting/New England Weather Science)



## **ORGANIZATIONAL STRUCTURE**

The Department is organized into seven divisions: Administration/Engineering, Highway, Grounds & Cemetery, Forestry, Facilities Maintenance, Fleet Maintenance, and Sewer. A total of 33 full time employees and numerous part time employees dutifully carry out the work of the DPW.

## **ADMINISTRATION / ENGINEERING**

The Administration/Engineering Division is tasked with all personnel management, continuing education, safety programs, departmental reporting, fiscal management as well as design, procurement, and construction management for public works projects. Technical staff completes review of most development proposals within the Town in support of other Town departments. The Administration/Engineering Division also oversees the DPW permit program for road openings/trenches, driveways, drainlayers, and sewer connections. In Spring of 2023, the Department implemented a web-based work order request and tracking system, “SeeClickFix”.

### **NOTABLE CONSTRUCTION PROJECTS:**

- Started roadway reconstruction and drainage improvements on Fremont Street and Sigourney Street. Total cost: \$862,555.80.
- Accessible sidewalk construction and drainage improvements on Church Street connecting Main Street to Treasureland Playground. Total cost: \$276,261.10.
- Paved Hillcrest Drive, Hillcrest Circle, Rollingwood Drive, Sacarrappa Road, and Marshall Street. Total cost: \$358,998.20.
- Performed preventative maintenance in the form of Rubber Chipseal on the following roadways: Sunset Ave, Bacon St, Hamilton St, Ashton St, Patton St, Nelson St, Mayfair Cir, Linwood St, Malden St, Lucy Dr, Hubbard St, Esposito Ct, Colony Ave, Old Cudworth Rd, and Douglas Rd. Total cost: \$264,354.68.
- Accessibility improvements at Joslin Park include construction of an accessible walkway which connects accessible parking and sidewalk facilities on Main Street to the existing Bandstand improvements constructed last year. Total cost: \$46,500.
- Oversaw construction of irrigation system at Ruel Field.
- Installation of fiber network cable and security cameras to North Cemetery Garage.

### **NOTABLE ENGINEERING PROJECTS:**

- The Department continues to advance the design and planning of Main Street from Fairlawn Avenue to Front Street. The Town is planning for the projects inclusion in the FY2028 State Transportation Improvement Program (TIP) to receive federal funding. The goal of the project is to engage with the community to reimagine what Main Street could look like and how it could better function with multi-modal transportation goals (safer pedestrian crossings, bike lanes, etc.), updated signalization, and safety as top priorities. The 25% design submission is expected to be completed in 2024.
- Design of improvements to McKinstry Pond dam continues to be advanced utilizing a design grant awarded by the Executive Office of Energy and Environmental Affairs (EEA) in the amount of \$55,275. The project design is substantially completed, and the

project was submitted for review under the Massachusetts Environmental Policy Act (MEPA). Upon completed MEPA review and approval, DPW will resubmit the project to the FY2024 Dam and Seawall Program to fund construction.

- Design of sewer expansion on Route 20 from Route 56 to Oxbow Road was completed in 2018. In 2019 DPW submitted a grant application for MassWorks grant funding for construction. The Town received a formal award of \$2.8M for construction in December of 2021. Construction of the sewer extension will take place as part of the State's Route 20 Corridor Improvements project, which kicked off in 2023 with utility relocations necessary to advance the project. Construction of roadway and sewer improvements are expected to be completed through FY2027.
- In collaboration with other Town departments, submitted the *Oxford Hazard Mitigation Plan and Municipal Vulnerability Preparedness Plan* to EEA for review. By completing this effort, the Town is eligible to submit grant applications to EEA for the Municipal Vulnerability Preparedness Program for action grants in upcoming years.
- DPW completed a three-year Town-wide pavement management plan assuming level funding for FY2024 to FY2026. DPW engages with a pavement restoration consultant annually to review progress that was made during previous years and updates the plan accordingly.

## **HIGHWAY**

The Highway Division is responsible for maintaining over 90 miles of public roads, eight bridges, two dams, a sprawling drainage system, and approximately 13 miles of sidewalks. The Division also performs basic maintenance on approximately five miles of private ways in Oxford to maintain emergency vehicle access. The Highway Division is a versatile crew and are tasked with construction work across all DPW divisions as necessary. The work is coordinated by the Operations Manager and the Highway Superintendent. Among the critical operations performed by the division, highway personnel sweep all Town roads and parking lots annually as well as cleaning all catch basins in the urbanized area as required in the Towns Municipal Separate Storm Sewer System General Permit. In addition to daily maintenance and operations, the Highway Division largely self-performed paving operations of Old Charlton Road.

## **GROUNDS & CEMETERY**

The Grounds & Cemetery Division is tasked with expertly maintaining over 100 acres of grounds including school fields and grounds including Ruel Fields, Greenbriar Recreational Area, the Town Common (Joslin Park), the South, North, and Gore cemeteries, as well as beautification efforts across Town facilities and recreational areas. The work is led by our Cemetery and Grounds Superintendent. The hard work of our grounds and cemetery crew was highlighted as Stanley Johnson Field was selected to host the 2023 Massachusetts Little League Majors Division State Championship Tournament Finals.

Work includes regular mowing and trimming of turf, infield grooming, field aeration, over seeding, flower planting, mulching, weeding, fall cleanup, and cemetery cleanups. The men and women assigned to grounds and cemeteries take great pride in enhancing public green spaces,

roadside planters, and cemeteries for the public to enjoy the outdoors and honor their loved ones. This is especially true on Memorial Day with the spring sprint to revive the grounds after the winter season and results in beautiful Town properties.

Division personnel interred a total of 58 in Oxford Cemeteries. Of the total, 20 were full burials and 38 were cremation burials. A total of 57 plots were sold. The DPW takes great pride in the level of professional and compassionate care provided to grieving families.

## **FORESTRY**

The Forestry Division is responsible for the care and maintenance of all public shade trees belonging to the Town along public roadways and on public grounds under the leadership of the Tree Warden. In addition to maintaining public shade trees, the Forestry Division oversees Town street and roadway signage as well as line stripping at Town facilities.

### Tree Care and Maintenance:

- Responded to 52 downed tree calls.
- Removed 102 risk trees from public roadways with in-house and contracted help.
- Responded to 40 “hangers” (aka broken limbs).
- Assisted in relocating Huguenot Oak descendant sapling to the Huguenot Fort.
- Removed 18 tree stumps.
- Continued the Town’s roadside brush mowing with rented equipment along 86 roads.
- Planted 15 trees.
- Distributed 200 Paw Paw tree seedlings at Joslin Park with the help of the Seven Hills Foundation in honor of Arbor Day.
- Collected 71 Christmas trees at two Town Christmas Tree Drop-Off events.

### Painting and Sign Maintenance:

- Maintained street flags and peace banners.
- Repainted three crosswalks.
- Replaced 31 street sign poles.
- Replaced 18 street signs, 10 stop signs, 15 regulatory/warning signs, and 11 other signs.
- Maintained parking lines, crosswalks, access aisles, stop bars and restricted parking lanes at High School, Middle School, and Community Center.
- Replaced seven traffic signal and pedestrian signal lights.

## **FACILITIES**

The Facilities Division is responsible for providing maintenance and management of 25 Town buildings, school buildings and other structures under the leadership of the Facilities Maintenance Director. The charge of the division is to effectively and efficiently manage Town structures and the building systems equipment in order to achieve maximum return on investment and to provide safe and functional spaces for the public, students, and employees.

### NOTABLE FACILITIES PROJECTS

- Completed 1,864 repair and preventative work orders at all Town buildings.

- Installation of a Kohler emergency backup generator including a new transfer switch at the Community Center. Total Cost \$50,640.
- Installation of elevator controls and modernization at the Oxford Public Library. Total Cost \$89,000
- Replaced the 275,000BTU waste oil furnace at the public works garage. Total Cost \$9,975.
- Upgraded the existing lights to LEDs in the gymnasium at the Oxford Community Center.
- Replace damaged exterior column at the Police Headquarters due to a vehicle accident. Total Cost \$6,500 paid by vehicle owners insurance company.
- Completed minor repairs due to an electrical fire in a closet at the High School.
- Replaced broken doors at the Community Center gymnasium with metal doors and hardware. Total Cost \$4,562.
- Replaced failed HVAC roof-top unit at the Barton School Library. Total Cost \$15,198.
- Installation of audible exit door alarms at the Chaffee Elementary School. Total Cost \$2,736 (paid by School Department).
- Refinished worn garage floor at the Police Headquarters with a polished concrete finish. Total Cost \$8,153.
- Replaced 16 existing water bubblers at the Chaffee, Barton, and Middle Schools with healthier water bottle refill stations. Total Cost \$56,500 (paid by the School Department).
- Installed new gutters in the High School courtyard. Total Cost \$9,975 (paid by the School Department).
- Replaced VFD's at one of the High School HVAC roof top units. Total Cost \$7,711 (paid by insurance grant)
- Fire suppression sprinkler systems inspection and repairs at the High School, Chaffee Elementary, Barton Elementary, Fire Station, and Library buildings. Total Cost \$25,933.
- Replaced hot water heater and expansion tank at the Chaffee elementary school. Total Cost \$3,413.

## **FLEET MAINTENANCE**

The Fleet Maintenance Division is responsible for maintaining the fleets of the DPW, Fire-EMS Department, Police Department, Animal Control, Town Hall, and the Council on Aging through the leadership of our Fleet Superintendent. Responsibilities include preventative maintenance and repair. Most repair and maintenance work are completed in-house whenever possible, saving the Town thousands of dollars every year in avoided contract work.

In 2023, the DPW took delivery of Ford 250 Transit cargo van to support the by the Facilities Division, a stump grinding attachment for the skid steer to support the Forestry Division, as well as ordered two Gravely Zero Turn mowers to support the Grounds and Cemetery Division.

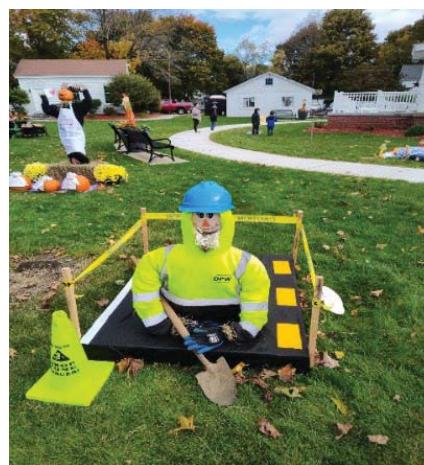
## **SEWER**

The Sewer Division is tasked with maintaining sewer service for approximately 1,000 residents in two service areas. The sewer areas include the North Service Area (Main Street and surrounding area north of the Oxford High School) and the Southwest Service Area (Old Webster Road). The fiscal year 2023 annual average daily flow of the North Service Area was 55,008 gallons per day. The fiscal year 2023 annual average daily flow of the Southwest Service Area was 16,307 gallons per day. In total, the Oxford sanitary sewer system transported over 26 million gallons. The North Service Area usage charge was increased to a rate of \$13.63 per 1,000 gallons. The Southwest Service Area usage charge was unchanged at \$16.86 per 1,000 gallons.

In closing, I want to thank the men and women of the Oxford Public Works for their dedication and hard work as well as a heartfelt thank you to the families of those in Oxford Public Works for enduring the long hours away from their loved ones while they serve the Town and keep Oxford's streets safe and accessible. I am honored to be a part of our team and take great pride in the work our men and women do every day to make Oxford an even better community to live in.

On behalf of the men and women of the Department of Public Works I thank all Boards, Committees, Commissions, Departments, and the general public for their support which is essential toward fulfilling our mission statement each and every day.

*Respectfully submitted,  
Kevin Duffy, Director of Public Works*



**OXFORD PUBLIC SCHOOLS**



**ANNUAL TOWN REPORT**

**2022-2023  
SCHOOL YEAR**

# OXFORD PUBLIC SCHOOLS

## ADMINISTRATIVE STAFF LISTING

### SCHOOL YEAR 2022-2023

#### SCHOOL COMMITTEE

David Cornacchioli, Chairman  
Corey Burke, Vice Chairman  
Palmina Griffin, Secretary  
Molly Cook (*thru March*)  
Todd Proctor (*eff April*)  
September Forbes (*thru April*)  
Jennifer Pearson (*eff May*)  
Helen Coffin, Recording Secretary

#### TECHNOLOGY DEPARTMENT

Kadion Phillips, Director  
Suzanne Kelley, Data Coordinator/Registrar  
Sean Sumner, Technician  
Jacob Ouimette, Technician  
Conor Higgins, Technician (*thru Oct*)

#### FOOD SERVICES DEPARTMENT

Vianna Pacitto, Director

#### CENTRAL ADMINISTRATION OFFICE

Michael Lucas, Superintendent of Schools  
Helen Coffin, Executive Assistant  
Justin Leduc, Business Administrator (*thru Sept*)  
Joseph Scanlon, Interim Business Administrator  
Matt Bobola, Business Administrator (*eff Feb*)  
Charlene Plasse, Payroll Coordinator  
Kristina Herrick, Senior Account Analyst  
Susan Davis, Bookkeeper

#### STUDENT SERVICES DEPARTMENT

Kristin Miller, Director  
Debra Tremblay, Executive Assistant  
Michele Raymond, Office Secretary  
Richard Maliff, Evaluation Team Leader  
Brianna Ajemian, Evaluation Team Leader  
Terry Gawronski, Social Worker  
Samantha Bennett, Psychologist  
Maureen Soto, Behavior Analyst

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#### OXFORD HIGH SCHOOL

Rebecca Czernicki, Principal  
Robert Truax, Assistant Principal  
Justin Richardson, Dean of Students  
Kristin Harvey, Office Secretary

#### OXFORD MIDDLE SCHOOL

Amy Belhumeur, Principal  
Michael Lavelle, Assistant Principal  
Craig Kopka, Assistant Principal  
Jean Aromando, Office Secretary (*thru Dec*)  
Karen Dupuis, Office Secretary (*eff Jan*)

#### CLARA BARTON SCHOOL

Christen Hutchinson, Principal  
Corina McGown, Office Secretary

#### A. M. CHAFFEE SCHOOL

Robert Pelczarski, Principal  
Susan Grenier, Office Secretary

*A complete list of all School Department personnel can be found on our District website-[www.oxps.org](http://www.oxps.org)*

## **SCHOOL COMMITTEE**

Honorable Board of Selectmen and Residents of Oxford:

We are honored to present this **2022-2023** school year annual report. The Oxford School Committee is comprised of five members, each serving three-year staggered terms of office. During the majority of the **2022-2023** school year, the School Committee members included David Cornacchioli as Chairman, Corey Burke as Vice Chairman, Palmina Griffin as Secretary and Authorized Signer of financial warrants, and members September Forbes and Molly Cook. Molly Cook resigned in March and the vacancy was filled with Todd Proctor through a joint appointment of the School Committee and Board of Selectmen. In May, September Forbes chose not to seek re-election and her seat was filled with Jennifer Pearson by vote at the Annual Town Election. Oxford High School student Genevieve Bartlett served as the Student Representative.

Michael Lucas continued in his second year as the Superintendent of Schools. In September, the School Committee bid farewell to Justin Leduc as School Business Administrator and Director of Operations. Joseph Scanlon was hired to serve as the Interim School Business Administrator and Director of Operations from October - January. In February, the District welcomed Matthew Bobola as the permanent School Business Administrator and Director of Operations. Helen Coffin continued to serve as the Committee's Executive Assistant and Recording Secretary, and Attorney Marc Terry continued to serve as the District's legal counsel.

The School Committee is responsible for setting policies that guide the District, approving and monitoring the District's budget, and hiring and evaluating the Superintendent of Schools. The regular meetings of the School Committee were scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, unless otherwise noted. The School Committee's 2022-2023 goals included continuing to focus on strengthening communication and collaboration, using data to effectively support student growth and achievement, ensuring a safe environment for all students and staff, and engaging the school community in a reflective ongoing process to ensure equity for all students.

In addition to the School Committee's work at scheduled meetings, the following standing subcommittees were appointed to work on more specific topics throughout the year: Policy, Negotiations, District Accountability and Curriculum, School Buildings and Grounds, and Diversity, Equity, Inclusion, and Belonging. The membership of each subcommittee included two School Committee member representatives who provided a subcommittee report at each regular School Committee meeting held throughout the school year. The School Committee also held two "Coffee and Conversation" public forums during the year for parents and community members to address school-related topics in a less formal setting.

The School Committee worked closely with the Superintendent and School Business Administrator on the development of the District's annual operating budget. After budget meetings with the District's leadership team, Town Manager, and Finance Committee, the proposed FY24 budget of \$20,089,345 was approved by the School Committee after a public hearing held in March, and subsequently approved by vote at the Annual Town Meeting in May. In addition to the funding approved in the operating budget, the District continued to implement the second year of its approved District Learning Recovery and Acceleration Plan through use of the Elementary and Secondary School Emergency Relief Funds (ESSER). The Plan concentrates on hiring additional

professional and support staff in order to reduce class sizes for enhanced learning and more tailored instruction.

Some of the more significant decisions made and votes taken during the year included, but are not limited to the following: offering School Choice in specific grades during the 2023-2024 school year; submitting Statements of Interest (SOI) to the Massachusetts School Building Authority (MSBA) for building repairs to the A. M. Chaffee School, Clara Barton School, and Oxford High School; approval and acceptance of negotiated successor contracts for the Oxford Education Association and Custodial/Cafeteria Workers collective bargaining units; approval of a 6-year Capital Plan for submission to the Town's Finance Committee; acceptance of the School Improvement Plans (SIPs), Student Handbooks, and the High School Program of Studies; and negotiating a new 5-year employment agreement with Superintendent Michael Lucas. Lastly, after much discussion and consideration, the decision was made to authorize the relocation of the Integrated Preschool Program to Oxford High School with the hope of growing the program.

In closing, the School Committee thanks the Town Manager and her office, the Department of Public Works, the Police Department, and the Fire/EMS Department for their efforts supporting the Oxford Public Schools. We also extend our sincere appreciation to the entire staff of the Oxford Public School District for their outstanding support and tremendous dedication to our students.

The School Committee members will continue working to serve the students and families of Oxford and to provide vision and leadership in the best way possible. We are honored to serve the Town of Oxford.

Respectfully submitted,

*Corey Burke, Chairman*

*David Cornacchioli, Vice Chairman*

*Palmina Griffin, Secretary*

*Todd Proctor, Member*

### **STUDENT SERVICES AND SPECIAL EDUCATION DEPARTMENT**

The Oxford Public School District's Student Services and Special Education Department serves students from ages 3 to 22, as required by state regulation 603 CMR 28.00 and federal regulation 603 CFR 300. The Department encompasses English Language Learners, Section 504, McKinney-Vento homeless students, and Special Education. In addition, the Department is responsible for screening and evaluating children between the ages of 3 and 21 for possible special needs. We support the vision of special education, which is to minimize the impact of disability and maximize opportunities and achievement for all our students. Therefore, the Department is committed to promoting learner success and inclusion through a stimulating and nurturing learning environment, high-quality instruction, and support services that enable all students to reach their full potential.

Special education services are implemented for eligible students with disabilities who qualify under the law and consistent with FAPE (Free Appropriate Public Education). While students suspected of having a disability may be considered for referral through a Building-Based Team (BBT) process, parents have the right to request an evaluation of their child at any time, either through the attending school or directly through the Student Services Department.

Oxford Public Schools provided a variety of special education services to 375 students during the 2022-2023 school year. This shows an increase of 58 students from the previous school year. The nature of these services is dependent on the child's Individualized Education Program (IEP) and takes place in the least restrictive environment. Educational environments range from inclusive classrooms to alternative settings for students at risk of failing and/or dropping out of school. Additionally, the District provided Section 504 support and services to 88 students, an increase of 4 students from the previous school year. The District provided English Language Learner support to 29 students, which is an increase of 5 students from the previous year.

Informational handbooks to enhance communication are available on the Student Services and Special Education - Parent Resources webpage on the Oxford Public School District's website. These handbooks include Section 504 and English Language Learners.

The Student Services and Special Education Department welcomed the following staff during the 2022-2023 school year:

Gianna Duncan, Speech-Language Pathologist  
Pamela Mooney, Special Education Teacher  
Christina Nicholson, Special Education Teacher  
Lisa Labonte, Integrated Preschool Teacher  
Molly Quinn, Instructional Aide  
Marissa McCann, Instructional Aide

Gina Gambaccini, Adjustment Counselor  
JoAnn Milford, Licensed Practical Nurse  
Valerie Avery, Special Education Teacher  
Maria Iudiciani, Instructional Aide  
Zachary Tremblay, Instructional Aide  
Nicole Benoit, Instructional Aide

### **Special Education**

The Special Education Department provides a full range of special needs programs at all levels beginning with an integrated preschool and continuing services through an instructional program for adult students (ages 18-22) needing additional transitional support. The Department provides an extensive array of supplemental support services, including speech/language, occupational therapy, physical therapy, behavioral support services, school adjustment counseling, functional academics and life skills development/training, and other therapeutic supports. Additionally, we continue to support the utilization of augmentative communication through technology and other state-of-the-art adaptive resources.

The Department continues to focus on improving special education services for our students with a continuum of service delivery available to all students of varying disabilities. During the fall of 2016, the Wilson Reading System, a research-based, multisensory, structured literacy curricula with tiered levels of instruction, was implemented across the District to meet the needs of all students and enhance academic achievement. All special education teachers are trained and continue to receive professional development to support certification. Continued improvements aimed at strengthening our in-district programs will allow the District to rely less on the out-of-district placement of students in special education schools in the coming years.

### **English Learners (ELs)**

The Oxford Public Schools provide EL services to students identified as having a language other than English as their primary language. Per the Massachusetts Department of Elementary and

Secondary Education, state and federal laws require that students in our public schools who do not speak English or whose native language is not English AND who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. The District believes it is important that we provide English Learners (ELs) or Limited English Proficient (LEP) students with the opportunity to become proficient in English and provide them with full access to the curriculum. Some students do not have a strong base of literacy or fluency in their first language and need to develop essential English listening, speaking, reading, and writing skills.

As the Oxford Public School District is considered a low-incidence school district in regard to the number of enrolled EL and LEP students, in order to accomplish these goals, English Language Learners will receive Sheltered English Instruction (SEI) in classrooms in accordance with state and federal laws. Sheltered instruction addresses the concepts and skills as defined in the District curriculum and assists students with language development while providing an appropriate and challenging educational program.

Federal and state laws require that EL students be assessed annually to measure their proficiency in reading, writing, listening, and speaking English and the progress they are making in learning English. In fulfillment of these laws, EL students are required to participate in ACCESS testing. In accordance with the regulations, the English as a Second Language (ESL) teacher annually assesses the English proficiency of the student and assists them in becoming more proficient in English through tutorial assistance, classroom teacher consultation, and direct instruction while ensuring equal access to the curriculum.

### **District Educational Stability/Homeless Education Liaison**

The McKinney-Vento Homeless Assistance Act ensures homeless children have equal access to the same Free Appropriate Public Education (FAPE), including public preschool education, as provided to other children. This act was implemented as part of the No Child Left Behind Act and was most recently reauthorized under the Every Student Succeeds Act of 2015 (ESSA). This ensures educational rights and protections for children experiencing homelessness and requires school districts to follow the regulations under this Act. As such, the Oxford Public Schools identifies at-risk students and ensures the provision of educational services, including school supplies and Title I services, as well as transportation and free lunch.

Any child experiencing homelessness in the community of Oxford is entitled to access the same Free Appropriate Public Education that is provided to other children. In Oxford, the homeless liaison is the Director of Student Services and Special Education.

Respectfully submitted,  
*Kristin B. Miller, Director of Student Services and Special Education*

## **TITLE I**

Title I is a federally funded program that provides supplemental education services to ensure that all students have a significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments. This program was implemented as part of the No Child Left Behind Act and was most recently reauthorized under the Every Student Succeeds Act of 2015 (ESSA).

The Oxford Public Schools is a whole school Title I program, which is determined by the percentage of children from low-income families who attend each school. Essentially, the schoolwide program focuses on improving instruction for all students. Students do not have to be from low-income families to receive Title I services. Title I services are provided to those students most at risk of failing to meet the state's requirements. Title I services are offered at the A. M. Chaffee School, Clara Barton School, and Oxford Middle School. Students in Kindergarten through grade six are eligible for these services.

Teachers gathered data to determine students' needs for academic assistance at the start of the 2022-2023 school year. The results of that data analysis determined student services. Each month, data was collected and reviewed and students were added to or exited from the small group instruction. Student progress was monitored throughout the fall of 2023.

Respectfully submitted,  
***Tara Trainor, Curriculum Director***

## **TECHNOLOGY DEPARTMENT**

The Technology Department delivers robust, reliable, and necessary technology solutions to support students, faculty, administration, and support staff. During the 2022-2023 school year, we had a small department with a full-time Director, a full-time Data Coordinator, two full-time Technology Support Specialists, a full-time Instructional Technology Specialist, and a part-time Technology Support Specialist.

We continued our initiative to have a 1:1 program where every student in the Oxford Public Schools has a Chromebook. All Students in grades K-12 are assigned their own device that they use when they are in the buildings, and the middle and high school students bring their devices home for continued access to online resources. Chromebooks are used as our primary device because they integrate well with our Google Suite system where students and staff all have an account that gives access to cloud-based applications such as email, documents, presentations, forms, and spreadsheets. The Chromebooks are also less expensive than regular computers and iPads and have most of the features that our students require. With students all having their own Chromebook, we continue to add more digital content that students can access both at school and at home and the 21st century skills they are developing will serve them well after they leave Oxford Public Schools.

We were able to utilize federal grants to fund an Instructional Technology Specialist position to assist and train staff on all the new technology we have added over the years. As technology evolves, the need for continuing education is essential to make sure our staff and students are

accessing and using the most effective tools available. We continue to work on infrastructure updates and maintenance to ensure all devices have a reliable connection to the internet. In addition to the increase in Chromebooks, we are also adding and maintaining wireless access points, copiers, printers, security cameras, and voice over IP (VOIP) phones that require connectivity and bandwidth. We continue to monitor and update the back-end infrastructure as necessary to allow for higher bandwidth and increased wireless coverage across the District to handle the strain of additional devices.

In addition to the hardware purchases for upgrades and maintenance, the technology budget also includes contracted services that are negotiated with vendors annually, or over multiple years, for better pricing. Online textbooks, administrative software, and digital content are also a part of the technology budget and these requests are made in consultation with the building principals and staff.

As students and staff continue to rely on access to internet-enabled devices and content that requires connectivity at home and at school, the Technology Department continues to strive to add, upgrade, and maintain the hardware and services necessary for student and staff success.

Respectfully submitted,  
*Kadion Phillips, Director of Technology*

### **ELEMENTARY SCHOOLS**

The A. M. Chaffee Elementary School (Chaffee) is located at 9 Clover Street and serves all of the Kindergarten, and grades 1 and 2 students in our District. The Clara Barton Elementary School (Barton) is located at 25 Depot Road and serves all students in Preschool and grades 3, and 4 within the Oxford Public Schools. Chaffee opened the 2022-23 school year with an enrollment of 287 students. We have 98 in kindergarten, 107 in grade 1 and 82 in grade 2. Barton began the school year enrolling 260 students. There were 43 in preschool, 101 students in third grade, and 116 students in fourth grade. Class sizes ranged from 14-20 students per class. Each grade level has the support of an inclusion teacher in order to provide services to those students on Individual Education Plans.

Chaffee was able to host in person orientations and offered over 50 individual tours to students and families to reduce that first day of school anxiety. Barton hosted an “Open House” evening in August so incoming third grade families and new Oxford families could tour the school. Several fourth grade students were in attendance to provide tours to families. Both schools also hosted “Popsicles with the Principal” events in August prior to the start of school.

Abby Tetreault left the district in August 2022 which left a spot for Tricia Bowen to transition from an ESSER funded position to a permanent post. Emily DeAngelis joined Barton for a 1 year ESSER position in third grade. Dawn St. Germain transitioned from a classroom teacher to a math interventionist during the 2022-23 school year. Hannah Janeczak-Quinn transferred to Barton from Chaffee and became the special education teacher of the Barton ILC program. We added Molly Quinn and Maria Iudiciani as preschool instructional assistants. Meghan Carrahar joined as a Title 1 Interventionist in November 2022.

Two veteran Oxford staff retired during the 2022-23 school year: Susan Grenier who had several positions over her 25 years working in Oxford, retired as the administrative assistant at Chaffee. Nora Hammond, who was an Instructional Aide and crossing guard at Barton, retired at the end of the school year from Barton after 21 years. Stacey Lavigne left her position as a kindergarten teacher at the end of the school year.

Chaffee continues to have a full-time Title 1 Interventionist on staff with Jill Cofsky assuming the responsibilities under our Title 1 grant. Barton continues to have a full-time Title 1 Instructional Coach with Kelly Delgado as well as Reading Interventionist - Clementine McNamara. Barton was fortunate to have Dawn St. Germain transition to a Math Interventionist as well. These intervention teams worked well planning small group intervention and analyzing data which was then reviewed at grade level data meetings.

This year, Tara Trainor, our Curriculum Director, was able to work with staff to get creative with schedules to find times for Grade Level Data Meetings each month. These meetings were very important times where all teachers and interventionists could meet and analyze their students' data and reflect on ways to support students. In order to support Chaffee's PTO once again hosted an amazing, fun-filled Field day in June to celebrate the success of this year. Students were treated to a great day filled with ice cream and bounce houses.

Barton students were able to enjoy several field trips. Grade 3 had their Tour of Oxford and a trip to the Ecotarium. Grade 4 went to the Hanover Theater to see the "Lightning Thief" play and enjoyed an in-service event with Animal Adventures. Our preschoolers enjoyed the Pumpernickel Puppets show and celebrated the end of the year with a foam pit party. Our PTO organized a great field day for our students and many other events throughout the year. Barton was also able to start its own running program- "Barton on the Run" which had over 40 students included and culminated in a big race that the whole school cheered on.

Respectfully submitted,  
*Robert Pelczarski, Principal*  
*Christen Hutchinson, Principal*

### **OXFORD MIDDLE SCHOOL**

Oxford Middle School (OMS) is located at 479 Main Street, and is conveniently located between the Oxford Police Department and Oxford High School. The enrollment for Oxford Middle School as of October 1, 2022 totaled 473 students. Of these students, 104 were grade 5 (Class of 2030), 143 were grade 6 (Class of 2029), 130 were grade 7 (Class of 2028), and 96 were grade 8 (Class of 2027).

During the 2022-2023 school year, Amy Belhumeur was Principal, and Michael Lavelle and Craig Kopka were Assistant Principals.

In 2022-2023, Oxford Middle School's mission was to form an academic and social bridge connecting the elementary and high school levels, while providing a safe environment that ensures learning for all students. OMS is dedicated to continuous growth and improvement of existing

curriculum and programs. During the 2022-2023 school year, OMS administration and staff promoted the big 3 of “respect, follow, and effort.”

Oxford Middle School welcomed the following staff during the 2022-2023 school year:

Pamela Mooney, Special Education Teacher  
Carolyn Schwartz, History Teacher

Anthony Grzembski, Math Interventionist  
Karen Dupuis, Office Secretary

The Middle School schedule had a 3-day rotation, 6 periods per day with one being a WIN (What I Need) period. Students traveled with the same set of peers throughout the day. The grades and staffing utilized the team model, with the same group of teachers sharing the same common group of students. Each grade level had 2 and/or 4 person teams for core content areas of English Language Arts, Mathematics, Science, and Social Studies. The Unified Arts Program, which consists of Music, Physical Education, Art, STEM, Video Production, and Spanish, rotated on a 30-day rotation or orbit schedule.

Oxford Middle School utilizes District professional development days, faculty meetings, department meetings, and common planning times among teams to analyze, discuss, and reflect upon curriculum and effective teaching/instructional practices. OMS also analyzes data from state exams (MCAS), district/school testing (Istation). Oxford Middle School was able to utilize grant funds to support interventionist positions to support students in Math and English to address gaps in student learning and achievement to promote success of all of our students.

Oxford Middle School offered extracurricular activities for students to further engage them in the OMS community. These clubs and activities included homework center, after school tutoring, Student Council, National Junior Honor Society, band, art club, ski club, chorus, esports, and yearbook. OMS students were able to participate in the following athletic teams as well: boys' and girls' soccer, middle school cross country, boys' and girls' basketball. Students in 7th and/or 8th grades were also eligible to participate in the following sports at the high school level: field hockey, volleyball, indoor track, baseball, and softball. In addition, OMS put on a fall musical, *Matilda, Jr.*

Oxford Middle School thanks the students, parents, staff, community, Friends of Oxford Middle School (FOMS), Superintendent Michael Lucas, the Central Office staff, and the Oxford School Committee for their continued commitment, support, and partnership in educating Oxford Middle School students.

Respectfully submitted,  
***Leigh Joseph, Principal***

## **HIGH SCHOOL**

Oxford High School welcomed back 385 students on August 30, 2022 for the start of the 2022-2023 school year. Grade 8 students stayed with the Middle School, and Oxford High School became grades 9-12. There were 107 freshmen, 103 sophomores, 88 juniors, 82 seniors, and 5 Career Up students in the 18-22 program. OHS also welcomed 10 new staff members as follows:

Rebecca Czernicki (Principal), Pamela Boggio (BRYT Coordinator), Linda Graham (Spanish teacher), Catherine Proctor (Spanish teacher), Emma Harper (Science teacher), Adrianna Nading (Science teacher), Olivia Gasco (Guidance Counselor), Christopher Shen (Guidance Counselor), Rachael Stone (Guidance Secretary), and Gina Gambaccini (Adjustment Counselor).

The mission of Oxford High School is to engage all students in a comprehensive and challenging learning experience through high-quality instruction that supports each student's academic, social, and emotional development, while fostering a commitment to the community so students thrive in a technological global society, prepared for life, college, career, or the military.

Oxford High School piloted new programs for our students with the help of the Oxford Community. The Fire Science class was led by Fire Chief Laurent McDonald and 13 students completed the class. The CNA class was taught by our school nurse, Amy Grniet, and 13 students finished the program and became Certified Nurse Assistant certified. The Early Education and Care class also had 13 students and learned how to be teachers of Early Education and observed in many early childhood classrooms.

Oxford High School graduation took place in the OHS Auditorium on June 2, 2023. Of the 77 graduates, 45% went on to a four-year college or university, 26% went on to a two-year college or university, 1% went into the military, 3% went on to an apprenticeship or post-secondary trade school, 16% went into the workforce, and 9% chose to take a gap year.

## **Athletics**

### **Fall 2022**

The Oxford High School Girls Soccer team qualified for the MIAA Division 5 State Tournament. They opened with a 4-0 win over Pioneer Valley before falling to Quaboag 2-1 in the next round. The Boys Soccer team captured their second consecutive SWCL C Title. They qualified for both CMASS Tournament and the MIAA Division 5 State Tournament. The boys opened the CMASS Tournament with a loss to Bromfield. In the MIAA State Tournament they opened with a 6-1 loss to Hopedale. The Cheerleading team captured the SWCL C Championship at the fall SWCL competition for the second straight year. Volleyball qualified for both the CMASS and MIAA Division 5 State Tournament, falling in the first round of both tournaments to Whitinsville Christian and Norfolk County Agricultural School respectively. The Oxford High School Football team had an outstanding season. They finished the season 10-2, culminating in the fifth straight victory on Thanksgiving over Bay Path, 42-6. The football team made a deep run in the MIAA Division 8 State Tournament. They opened the playoffs with a 33-0 win over Taconic and followed up with a 33-8 win over Murdock in the quarterfinals to reach the final four for the second straight season. The postseason run ended with a 34-33 loss vs KIPP Academy in the state semifinals. Individually, Cameron Davis captured the SWCL girls cross country championship at Old Sturbridge Village and followed that up with a second place finish in the Division 3 State Qualifying Meet and a seventh place finish in the MIAA Division 3 State Meet. Davis along with Zak Parmenter (Football), Lucas Lambert (Football) and Edward Flores (Soccer) were named to the T&G Super Team. In addition, Parmenter, Lambert, and Quinn Clarkson were named Massachusetts Football Coaches' Association All State recipients.

## **Winter 2022-23**

The Oxford High School Boys Basketball team put together a successful winter finishing the season at 11-10 and qualifying for the MIAA Tournament for the first time since 2019-20 and the Clark Tournament for the first time since 2016. OHS was fortunate to host the quarterfinal round of the Small School Division of the Clark Tournament. It was an outstanding day with the only downside being an Oxford loss to Hopedale. The boys then went on to compete in the MIAA Division 4 State Tournament where they began with a 60-53 win over Sandwich Regional HS before falling to Millbury in the round of 32. The Girls Indoor Track team finished the season at 7-6 and had a solid showing in the SWCL League Meet. Both the Boys Indoor Track and the Girls Basketball teams continued to improve throughout the winter.

## **Spring 2023**

The Oxford High School Baseball team finished the season at 15-8 and qualified for both the CMASS and MIAA Division 5 State Tournaments. They defeated Clinton 4-0 in the quarterfinals before being defeated by Millbury in the semifinals 6-2. In the MIAA State Tournament the team opened with a 4-2 win over Tahanto before falling to Frontier Regional in the round of 16, 3-2 in 8 innings. In addition, the team captured the SWCL C Title for the fifth consecutive seasons. Evan Remington was named to the Telegram and Gazette Super Team for baseball at the conclusion of the season. The Girls Track and Field team finished the season at 4-1 and captured their second consecutive SWCL C Championship. The Boys Track and Field team also put together a successful spring finishing the season at 3-1-1. The softball team finished at 15-8 and earned a berth in the MIAA Division 5 State Tournament. They opened the tournament with a pair of wins. In the opening round they defeated Salem Academy Charter 17-1, then traveled to Westfield Technical Academy where they upset the Tigers 2-0. Their tournament run came to an end with a 4-2 loss to Drury in the round of 16.

## **Naval Junior Reserve Officers Training Corps**

The Naval Junior ROTC Unit of Oxford High School entered its twenty-eighth year of operation! This year, 41 students were enrolled across the four-year academic elective with 8 new cadets joining the program. Oxford cadets continued their exceptional pattern of success compiling an impressive list of activities, trips, competitions, and community service projects this past year. Master Chief David Youngsman and Master Chief Edward Kay have kept the cadets quite busy through the past year.

The NJROTC Drill Team and Competition Color Guard continued its record of excellence as part of the All Navy New England Drill League (ANNEDL), whose membership consisted of 6 highly competitive Navy JROTC units representing Maine, Massachusetts, New Hampshire, and Rhode Island. Drill team members were coached throughout the season by Master Chief Youngsman, in his thirteenth year as a Naval Science Instructor. Master Chief was aided by volunteer assistant drill team coach and former NJROTC Drill Team member Tyler Provencher. The 2022-2023 Drill League competition opened on October 29th, 2022, and ended on December 3rd, 2022, and consisted of 3 drill meets: Dover NH (10/29/22), Quabbin MA (11/19/22), and finished by hosting at Oxford MA (12/03/22). Where Oxford cadets finished in third place for the season! Two weeks later (12/17/22) the Oxford drill team attempted to go to Southold but the ferry closed due to rough

seas. So, the cadets made the best of it and visited the Coast Guard Academy campus and Museum and then went to the Nautilus Submarine Museum in Groton CT.

Oxford's NJROTC Color Guard and Honor Guard continue to represent the school and town in many high visibility events in 2022-2023 as well as smaller events. Other events included leading the Town of Oxford's Veterans Day parade, and the annual Veterans Day Brunch, as well as, performances at multiple sporting events, meetings, and parades including The Veterans Day parade in Warren MA, home games for OHS sports teams, the OHS Best Buddies Game, Town Meetings, Oxford School District Faculty Convocation, six appearances at homecoming events in one day The final non-competitive Color Guard was for the graduation ceremony in June 2023.

The NJROTC Marksmanship Team continues to gain recognition and experience through their participation in the online Orion League system and by competing in shoulder-to-shoulder matches. Over this year the team has competed nationally with the Orion Scoring system, the Massachusetts Civilian Marksmanship Program (CMP) Regional Championships, the Massachusetts State Junior Olympics Qualifier, the Secretary of the Navy's Annual Qualifier, and the Naval JROTC Championship in Salt Lake City. Not resting on their laurels, the team completed a week-long CMP air rifle camp at the Virginia Military Institute's campus.

This year the Cadets completed over 1837 hours of community service and over 482 hours of school service. This has directly resulted in scholarships from the Executive Board of the American Legion of Massachusetts Boston Office as well as support from the Massachusetts American Legion. The Unit continues supporting the Ecumenical Food Shelf, Auburn Elks Bingo concession, Adopt-A-Highway, Carbuncle Pond fish stocking, beautification projects, and flag placing with the VFW at local cemeteries.

To stimulate conversation, draw attention to, and reduce the stigma of Mental Health Issues, the NJROTC worked with Massachusetts artist Lynda Machaud to bring her 99 Faces art exhibit to the school. Mrs. Machaud along with a team of cadets spent two days hanging life-size photos of people with Mental Health issues or those who care for those with Mental Health issues. None of the photos were labeled to drive home the fact that you cannot judge a person by their appearance. The artist gave multiple tours of the exhibit to explain the backstories of the people in the exhibit. Over 130 people from the community and 150 students attended the exhibit presentation. The exhibit was available for viewing and conversation for over three months and was recognized by the University of Massachusetts Mental Health Center for bringing awareness to so many.

The Area Four Manager's Inspection and Pass in Review ceremony went extremely well with Oxford Navy Junior ROTC receiving "Outstanding" in ALL areas evaluated. CDR Miller's comment on Overall Cadet Performance "The Cadets were well prepared for this inspection and uniform presentation was outstanding." The Cadet's passed the inspection with flying colors earning the grade of "Outstanding" which contributed significantly toward earning the Distinguished Unit Award at the end of the year.

Oxford NJROTC is once again very grateful for all of the community support it receives *and we are most appreciative of the ongoing grant support from the Cecelia Smolenski-Millette Trust Fund since its inception, which has helped the Oxford NJROTC Unit operate as self-sufficient as possible.* Through the generosity of Smolenski-Millette, local organizations like the Elks,

VFW, and American Legion, as well as money provided by the U.S. Navy, the unit has been able to provide vast educational opportunities to its Cadets. All of the above activities have been accomplished without funding from the Town. The exception is a 50/50 split of instructor's salaries between the Town and the United States Navy.

Respectfully submitted,

*Rebecca Czernicki, Principal*

*Kevin May, Athletic Director*

*David Youngsman, NJROTC Instructor*

**Oxford High School - Graduating Class of 2023 \*\* National Honor Society**

Alvarez, Hannah P.**	Amero, Noah R.	Ashwell, Annabelle C.
Banfill, Payton V. **	Bartlett, Genevieve S.**	Bazin, Logan B.
Benoit, Travis M.	Biedrzycki, Isabella**	Boucher, Samuel C.
Brodeur, Brandon A.	Brouthers, Abbie N.	Bujiriri, Kalimbiro E.
Burgos, Jalexsia A.	Burke, Benjamin A.	Clarkson, Quinn P.G.
Cornacchioli, Carly J.**	DeJesus, Kaitlyn A.	Diamond, Aidan P.
Durgin, Mackenzie K.	Dussault, Jayden J.	Edmondson, Kimoy S.
Escolas, Mikayla P.	Evers, Mackenzie P.	Flores, Edward S.
Flores, Edwin S.	Forcina, Aidan P.	Frappier, Abigayle K.
Gaudette, Hallie E.	Goodrich, Skylah M.F.	Gordon, Jonathan H.
Guardado, Bereliz D.	Gustafson, Paige E. **	Harvey, Lillian M.**
Huckins-Borelli, Logan D.	Jancewicz, Anthony M.	Katsoulis, Jenna N.
Keefe, Teagan K. **	Labelle, Jacob J.	Lambert, Lucas E.
Leary, Alex G.	Lindberg, Maritza I.	Lucena, Emily C.M.
Mainini, Vivien S.	Mantzios, Alyssa K.	Mead, Kenneth J.
Moquin, Kai R.	Morales, Jaden L.	Morgan, Brett E.
Morse, Brielle M.	Neves, Ana J.N.	Nieber, Frankie D.
Nolin, Lily M.**	Nom, Kathy T.	O'Connell, Brayden J.
Padilla, Isabella M.	Parmenter, Zak M.	Perry, Allycia F.
Pierce, Hannah G.**	Reed, Patrick A.**	Remington, Evan P.**
Robertson, Emma R.**	Rochette, Abigail M.	Rodriguez, Yalitza E.
Shaw, Robert M.	Shea, Kiley C.	Silva Rosa, Yasmin E.
Sliwoski, Adrianna M.	Smith, Hayden E.**	Staniunas, Leigha M.**
Steiger, Alexis C.	Steiger, Angelina J.	Szela, Matthew N.**
Torosian, Evelyn R.	Vieira, Mackenzie L.	Vieira, Mariah T.
Wariebi, Jailyn M.	Wilson, Dylan H.	

**Certificate of Attainment**

Cesaitis, Caleb J.	DeJesus, Ashley E.	Vo, Ryan T.
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### **Scholarship Recipients - Class of 2023**

Alphonso Esposito Jr. Scholarship	Samuel Boucher
Amy Beth LaFleche Memorial Athletic Scholarship	Carly Cornacchioli
Booster Club Service Award	Lucas Lambert Matthew Szela
Dr. Daniel Ivascyn Scholarship	Evan Remington
Dr. Walter R. Schur Community Service Award	Matthew Szela
E. McKenney Scholarship	Emily Lucena
Elsie Moscoffian Memorial Art Scholarship	Jenna Katsoulis
Gahagan Family Trust Scholarship	Ana Neves Kiley Shea
IPG Photonics Tech Scholarship	Matthew Szela Hallie Gaudette Teagan Keefe
Irwin and Lillian Pottle Scholarship	Anthony Jancewicz
Jane C. Robertson Memorial Scholarship	Emma Robertson
Jeffrey Fallavollitta Scholarship	Emily Lucena
Jennifer Marie Lehner Scholarship	Carly Cornacchioli Matthew Szela
John and Abigail Adams Scholarship	Hannah Alvarez Payton Banfill Genevieve Bartlett Isabella Biedrzycki Kalimbiro Bujiriri Carly Cornacchioli Hallie Gaudette Paige Gustafson Anthony Jancewicz Jenna Katsoulis Teagan Keefe Lucas Lambert Emily Lucena Ana Neves

John and Abigail Adams Scholarship ( <i>continued</i> )	Kathy Nom Hannah Pierce Patrick Reed Evan Remington Emma Robertson Kiley Shea Leigha Staniunas Matthew Szela Reagan Torrey
Mary Olive Wood Scholarship	Payton Banfill Genevieve Bartlett Carly Cornacchioli
Olive Branch Lodge Masonic Awareness Scholarship	Samuel Boucher
Oxford District Nursing Association Scholarship	Abigayle Frappier
Oxford Education Association Scholarship	Hannah Pierce Isabella Biedryzcki
Oxford High School - Booster Club Scholarship	Carly Cornacchioli Isabella Biedrzycki Samuel Boucher Matthew Szela
Oxford High School Family Scholarship	Skyla Goodrich
Oxford High School Scholarship	Skyla Goodrich
Pottle Family Scholarship	Mariah Viera
Principal Scholarship	Paige Gustafson
Rhonda Doney Scholarship	Lily Nolin Kathy Nom
Richard “Vinnie” Vincent Scholarship 258	Ana Neves
Richard “Vinnie” Vincent Scholarship 580	Robert Shaw
Susan S. Kirk Future Teacher Scholarship	Ana Neves
SWCL Scholarship	Lucas Lambert
Victoria Hamel Community Service Award	Isabella Biedrzycki

Wayne Westall Scholarship

William Taft Trust Fund Scholarship

Evan Remington

Genevieve Bartlett  
Isabella Biedrzycki  
Emma Robertson  
Angelina Steiger

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# BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

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## OXFORD 2023 Annual Report

Bay Path Regional Vocational Technical High School graduated a class of 268 students on June 2, 2023. Graduation was held at the DCU Center in Worcester, MA. The ceremony was very well received by students, families and staff. During the ceremony, we honored long-time Principal Cliff Cloutier, who retired after 43 years of service with the school. We thank Mr. Cloutier for his many years of dedicated commitment to our students and community! Upon a thorough search, Bay Path selected Mr. Dean Packard as the new Principal. Mr. Packard brings to Bay Path nearly 30 years of educational experience with the last 20 in administration in the Dudley-Charlton Public School system. As the principal, he is committed to working collaboratively with administration, teachers, support staff, students, and all members of the Bay Path learning community. We welcome and look forward to working with Mr. Packard!

Bay Path accepted a class of 314 freshmen in September 2023. There are 36 grade 9 students from Oxford. Our current enrollment has reached an all-time high of 1,196 students.

Of the 32 Oxford seniors who graduated, 13 are now gainfully employed in an occupation related to their training and 17 are attending an institute of higher education. Currently, 148 students from Oxford are enrolled in one of the 23 vocational technical programs for the 2023-2024 school year.

Fifteen Oxford students are receiving extra services from our Special Education Department. Of the 182 total cooperative education students, 24 are Oxford students taking advantage of our cooperative education program and will be earning while learning at one of the 153 different participating businesses and industries of which 92 are located in one of our ten communities. Currently, we have students in cooperative education programs at 16 businesses located in Oxford.

Whenever possible, we have continued our practice of utilizing our occupational programs to provide requested services to municipalities, non-profits, and residents from any of our ten district towns. During the 2022-2023 school year, our 23 programs completed 533 work orders, of which, 54 were for residents of the Town of Oxford. We completed our 2022-2023 House Building Project located on Crowl Hill Road in the Town of Auburn. Our current House Build Project is in the Town of Spencer.

Our Minuteman Shoppe, and Cosmetology program are open to the general public. Our Hilltop Restaurant is open to provide delicious meals to the public along with the continuation of a modified Curb-Side Pick-Up. These learning opportunities benefit not only the students but provide useful services at reasonable costs.

Our Evening Adult Education Program continues to serve the adult needs of our 10-town district, as well as the additional surrounding towns. Our Spring and Fall 2023 program offerings have steadily increased. The Bay Path Adult Evening School courses are developed to offer valuable

opportunities to students for personal and professional growth. Instructors are chosen based on their knowledge and enthusiasm in the subject to be taught as well as their belief in life-long learning. The Bay Path Adult Evening School program is offered two times a year. The Spring Semester registration begins in January with classes starting in March and the Fall semester registration begins in August with classes starting in September. Approximately 68,000 catalogs are mailed out to surrounding communities.

We had a combined enrollment of 1,473 students (946 in district and 527 out of district) in 206 evening classes of which 153 were residents of Oxford. The program also continues to offer a wide variety of over 500 online courses, including career certificate programs and courses to satisfy professional development requirements for teachers and an array of day and weeklong trips (12 scheduled trips with 44 total travelers).

This fall Bay Path welcomed 36 adult learners to the first cohort of the Career Technical Initiative (CTI) Grant program funded by Commonwealth Corporation. Twelve students joined us in each of the following training programs: Culinary Arts, Advanced Manufacturing, and Heating Ventilation & Air Conditioning (HVAC). This 200-hour tuition free program will provide students with the skills and competencies to earn Industry Recognized Credentials (IRC's) which will give them a head start on their journey seeking employment in one of these high demand careers.

During their time at Bay Path, students will not only learn their trade but will work with Career Counselors from Mass Hire to ensure their resumes and cover letters meet industry standards. Students will also be coached on interview skills and networking. This winter they will have the opportunity to meet with grant employer partners All Points HVAC, ckSmithSuperior, General Mechanical Contractors, Inc., Dexter, FLEXcon, A&M Tool & Design, Primetals Technologies, Pine Ridge Country Club, Niche Hospitality Group, The Overlook, and UMass Memorial Health during our CTI Job Fair.

Registration for next fall's CTI program will open in June of 2024. To learn more or to find out if you qualify, please visit [Bay Path at Night | Bay Path Regional Vocational Technical High School](#).

Our Practical Nursing (PN) Program continues to provide an excellent opportunity to adults in our surrounding communities. For the 2023-2024 class we have 40 students from nineteen municipalities and two states. There is one student in the PN Program from the Town of Oxford.

This year, the only "Out of District" students that have been accepted are students who began their high school education at Bay Path while residing in one of the district's ten member communities and subsequently moved out of district before completing their high school education. It is important to note that the town where these students now reside must pay an out of district tuition cost for each student ranging in cost between \$17,969 and \$20,143. These towns also pay the transportation costs for those students.

The Oxford School District continues to provide excellent cooperation for our recruiting program, and we are thankful for their efforts. I believe they share our feeling that all students must be given the right, the information, and the opportunity to make an informed school choice.

At Bay Path, we will continue to serve Oxford with the finest career vocational technical education programs available for the high school students and adults, and will, when possible, use our skills and facilities to further town projects as they add to our students' education.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kyle J. Brenner".

Kyle J. Brenner  
Superintendent-Director

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

At the Annual Town Meeting duly called and held in the Oxford Middle School, 497 Main Street, Oxford, MA, on Wednesday, May 3, 2023, at 7:05PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 282 voters were present.

Checkers:

Martha A. Cady  
Patricia Lee Ferdella  
Juliana Masley  
Rose M. Wing

Tellers:

Shelley L. Lambert  
Debra Rose McDonald  
Melissa L. Moldover  
Lucinda B. Nagle  
Sheila M. Thomas  
Laura Beth Wilson

**Brittany McDougal Bialy**, Library Director  
**Matthew Bobola**, School Business Administrator & Director of Operations  
**Kyle Brenner**, Baypath  
**Brian Coulombe**, Oxford Fire Department  
**Patrick Dahlgren**, Zoning Enforcement Officer  
**Gregory Doyle**, Oxford Fire Department  
**Jared M. Duval, P.E.**, DPW Director  
**Kathleen Flynn**, Animal Control Officer  
**Joanne Frederick**, Human Resource Specialist  
**Peter Gerhard**, DPW Department  
**Fr. Andrew Giourelous**, Oxford Fire/EMS Chaplain  
**Michael Gifford**, Oxford Police Department  
**Diane (Dee) Green**, Executive Assistant to the Board of Selectmen  
**Edward Hart**, Assistant Animal Control Officer  
**Irene Houle**, Baypath  
**Michelle A. Jenkins**, Town Clerk  
**Judith Lochner**, Conservation Agent  
**Michael Lucas**, Superintendent of Schools  
**Amelia R. Lupis**, Senior Clerk  
**Michael Lupis**, Director of Facilities  
**Katherine M. McKenna**, Finance Director  
**Kris McMullin**, Media Production Assistant

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**Kaylee Olson**, Media Production Coordinator  
**Shawn O'Neill**, Oxford Fire Department  
**Jillian Patch**, Treasurer Collector  
**Alexander Sendzik**, Town Assessor  
**Mark R. Reich, Esq.**, Town Counsel  
**Joshua Schlegel**, Police Union  
**Tony M. Sousa**, Assistant Town Manager/Director of Planning and Economic Development  
**Rike Sterrett**, Director of Public Health Services

The Town Moderator, Russell C. Rheault, called the meeting to order at 7:05pm.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The audience was advised of the fire evacuation routes.

The Moderator asked the audience to please stand for the National Anthem followed by the Pledge of Allegiance. A moment of silence was observed for the departed townspeople.

The Moderator introduced Town Officials and Board Members.

**MOTION MADE:** To waive the reading of the Warrant in its entirety.  
**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 1.** To hear the reports of any Town Officers or Committees.

Historical Commission – Presentation of the Huguenot Oak Gavel  
Commission on Disability – Deb LaMarche  
Oxford Community Center – Shelley Lambert – Programs at the Center  
Finance Committee – John Eul, Jr. – Budget Process

**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 pay unpaid bills of a prior fiscal year; or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**MOTION MADE:** That the sum of Three Thousand Seven Hundred Seventeen Dollars (3,717.00) be appropriated from the FY23 Treasurer Collector's Operating Budget to pay Tax Title services from a prior year.

Requires a 4/5 vote.

**MOTION PASSED UNANIMOUSLY. A 4/5 vote declared by the Moderator.**

**ARTICLE 3.** To see if the Town will vote to transfer from available funds and appropriate a sum of money to meet the State's share of the cost for Town roadway maintenance and repair, such amount to be reimbursed by the Commonwealth of Massachusetts as State Highway Aid (Fiscal Year Chapter 90 Apportionment); or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That the sum of Five Hundred Five Thousand Three Hundred Seventeen Dollars and Ninety-Five Cents (\$505,317.95) be appropriated from the State Highway Aid (FY24 Chapter 90 Apportionment) as printed in the warrant.

**MOTION PASSED.**

**ARTICLE 4.** To see if the Town will vote pursuant to Massachusetts General Laws Chapter 44, §53E 1/2 to establish the Fiscal Year 2024 spending limits for the following revolving funds established in the Oxford General By-Laws CHAPTER SEVENTY-THREE, Revolving Funds, as follows:

**Wiring Inspector Fees:** One hundred Thousand Dollars (\$100,000.00)

**Plumbing Inspector Fees:** Twenty-Five Thousand Dollars (\$25,000.00)

**Gas Inspector Fees:** Twenty Thousand Dollars (\$20,000.00)

**Building Inspector Fees:** Twenty Thousand Dollars (\$20,000.00)

**Sealer of Weights and Measures:** Ten Thousand Dollars (\$10,000.00)

**Utilities:** Five Hundred Thousand Dollars (\$500,000.00)

**Animal Control:** Fifty Thousand Dollars (\$50,000.00)

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**Board of Health:** Eighty Thousand Dollars (\$80,000.00)

or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That Article 4 be adopted as printed in the Warrant.

**MOTION PASSED.**

**ARTICLE 5.** To see if the Town will vote to raise by taxation or transfer from available funds and appropriate a sum of money to the Compensated Absence Fund; or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That the sum of Fifty Thousand Dollars (\$50,000.00) be transferred from Free Cash and be appropriated to the Compensated Absence Fund for Fiscal Year 2024.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 6.** 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 2024; or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) be transferred from Free Cash and be appropriated to the Stabilization Fund for Fiscal Year 2024.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 7.** To see if the Town will vote to raise by taxation or transfer from available funds and appropriate a sum of money to the Other Post Employment Benefits (OPEB) Liability Trust Fund, for Fiscal Year 2024; or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**MOTION MADE:** That the sum of Seventy Thousand Dollars (\$70,000.00) be transferred from Free Cash and be appropriated for the Other Post Employment Benefits (OPEB) Liability Trust Fund for Fiscal Year 2024.

**MOTION PASSED.**

**ARTICLE 8.** To determine what sum of money the Town will vote to appropriate from the PEG Access and Cable Related Fund, established by a vote of the 2020 Annual Town Meeting, Article 13, as authorized by Massachusetts General Laws Chapter 44, §53F 3/4, as amended, to fund PEG access programming, as well as certain other municipal cable related expenses for Fiscal Year 2024; or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That the sum of One Hundred Fifty-Nine Thousand Six Hundred and Ninety-Six Dollars (\$159,696.00) be appropriated from the PEG Access and Cable Related Fund to the Fiscal Year 2024 PEG Access Budget.

**MOTION PASSED.**

**ARTICLE 9.** To determine what sums of money the Town will raise by taxation or transfer from available funds and appropriate to defray charges and expenses of the Town, including debt and interest, for the fiscal year beginning July 1, 2023 (Fiscal Year 2024); or act thereon.

Sponsored by the Town Manager  
Finance Committee Recommends

**MOTION MADE:** That the amounts of money set forth in the Finance Committee recommendation column of the printed budget, be appropriated for the several purposes therein itemized, each item marked with an asterisk being considered a separate appropriation and to meet said appropriations as follows:

Raise through Taxation	\$44,455,105
Transfer from Ambulance Receipts Reserved for Appropriation	\$800,000
Transfer from WRTA Receipts Reserved for Appropriation	\$25,000
Raise through Sewer Enterprise Receipts	\$490,742
Raise through Water Enterprise Receipts	\$63,204
Transfer from Water Enterprise Retained Earnings	\$23,153

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**FIRST AMENDMENT MADE:** That the Town appropriate \$20,089,345.00 which is a 3.9% increase over FY23 budget for the School Department.

**FIRST AMENDMENT PASSED.**

**SECOND AMENDMENT MADE:** That the main motion be amended to the FinCom approved column with the following changes:

Selectmen Total: \$107,021  
Town Manager Total: \$399,221  
Legal Services Total: \$125,000  
Land Management Total: \$473,842  
EMS/FIRE Total: \$2,242,118  
Public Works Total: \$3,632,543  
Community Center Total: \$299,600

**SECOND AMENDMENT FAILS.**

**MAIN MOTION WITH FIRST AMENDMENT PASSED.**

**ARTICLE 10.** To see if the Town will vote to raise by taxation or transfer from available funds or borrow and authorize the Town Treasurer, with the approval of the Board of Selectmen, to issue a note or notes and/or bond or bonds and appropriate a sum of money for the Capital Outlay Program for Fiscal Year 2024, including any incidental and related expenses; or act thereon.

Sponsored by the Town Manager and Finance Director  
Finance Committee Recommends

**MOTION MADE:** That the sum of Two Million One Hundred Ninety Thousand Four Hundred Ninety Dollars (\$2,190,490.00) be transferred from Free Cash and appropriated for the following items, each item being considered a separate appropriation:

DPW-Roadway/Dam/Bridge/Culvert	\$930,000
Engineering, Repair, Restoration and Improvement	
Building Improvement Fund	\$500,000
DPW – Fleet Repair/Replace	\$180,000
DPW – Ruel Field Improvements	\$25,000
DPW – Cemetery/Grounds Equipment	\$25,000
Town Hall – Wheelchair Ramp Upgrade	\$500,000
Townwide – Green Communities Local Match	\$30,490

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

Further that the sum of Three Hundred Seventy-Five Thousand Dollars (\$375,000.00) be transferred from the ambulance receipts reserved for appropriation fund and appropriated for the replacement of Ambulance 1.

**AMENDMENT MADE:** That the Town Hall Wheelchair ramp upgrade  
And by substituting the words Town Hall Wheelchair ramp upgrade: \$50,000.00.

**AMENDMENT FAILS.**

**MOTION PASSED.**

**ARTICLE 11.** To see if the Town will vote to amend Chapter Twelve, Finance Committee, Section One of the General Bylaws by striking out the last two sentences therein; or act thereon.

Sponsored by the Finance Director and Moderator  
Finance Committee Recommends

**MOTION MADE:** That Article 11 be adopted as printed in the Warrant.

**MOTION FAILS.**

**ARTICLE 12.** To see if the Town will vote to adjust the eligibility factors for the property tax exemption for senior citizens under Massachusetts General Laws Chapter 59, Section 5, Clause 41 C, by reducing the age of eligibility from seventy to sixty-five, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2023; or act thereon.

Sponsored by the Board of Assessors  
Finance Committee Recommends

**MOTION MADE:** That Article 12 be adopted as printed in the Warrant.

**MOTION PASSED.**

**ARTICLE 13.** To see if the Town will vote to accept the donation, which may be for nominal consideration, of land located at 8 Sutton Avenue (Map 34C, Parcel E-27) as recorded in Deed Book 65569, page 170, for general municipal purposes; and further to authorize the Board of Selectmen to execute such documents and enter into such agreements as it deems in the best interest of the Town in the furtherance of the objectives of this article; or act in relation thereto.

Sponsored by the Director of Planning and Economic Development and Town Manager  
Finance Committee Recommends  
Planning Board Recommends

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**MOTION MADE:** That Article 13 be adopted as printed in the Warrant.

**MOTION PASSED.**

**ARTICLE 14.** To authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain, upon such terms and conditions as the Board of Selectmen deem appropriate, such interests in land including a permanent easement over land now or formerly owned by Sandra E. Gregson, parcel no. 29C-BO6; and Joyce M. O'Keefe, parcel no. 29C-B08, all as shown on a plan entitled "Easement Exhibit Plan" by Control Point Associates, Inc., dated February 16, 2023, which is located in the vicinity of 2 and 6 Waite Street, and to transfer from available funds a sum of money as funding for such acquisition and costs related thereto; and further to authorize the Board of Selectmen to enter into all agreements and execute on behalf of the Town any and all instruments as may be necessary or convenient to effectuate the purpose of this article; or act in relation thereto.

Sponsored by the DPW Director  
Finance Committee Recommends  
Planning Board Recommends

**MOTION MADE:** That Article 14 be adopted as printed in the Warrant.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 15.** To see if the Town will vote to rescind its acceptance of Chapter 8 of the Acts of 1965, An Act Placing the Office of Chief of Police the Positions of the Regular or Permanent Members of the Police Force of the Town of Oxford under the Civil Service Laws, provided, however, that such rescission shall not affect any contractual rights or civil service rights already in existence and will only apply to the civil service rights of successor employees, or take any other action on the matter on request of the Board of Selectmen.

Or act thereon.  
Sponsored by the Police Chief and Town Manager  
Finance Committee Recommends

**MOTION MADE:** That Article 15 be adopted as printed in the Warrant.

**MOTION FAILED: 92 in favor, 110 opposed.**

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

**ARTICLE 16.** To see if the Town will vote pursuant to the provisions of Massachusetts General Laws Chapter 44, §53E½ to establish a new revolving fund, to be known as the Rocky Hill Yard Waste Facility Revolving Fund; and further, to amend the Oxford General By-Laws

CHAPTER SEVENTY-THREE, Revolving Funds accordingly as shown in the document on file in the Office of the Town Clerk, or act thereon; and further establish the fiscal year 2024 spending limit as follows:

Rocky Hill Yard Waste Facility Fees: Twenty-nine thousand five hundred dollars (\$29,500.00)

Sponsored by the DPW Director and Town Manager  
Finance Committee Recommends

**MOTION MADE:** That Article 16 be adopted as printed in the Warrant.

**MOTION PASSED.**

**Approved by the Attorney General on August 9, 2023.**

**ARTICLE 17.** To see if the Town will vote, in accordance with MGL Chapter 41, Section 110A, to authorize the Town Clerk's office to remain closed on all Saturdays and to treat Saturdays as a legal holiday for purposes of calculating the time frame for filing matters in that office; or act in relation thereto.

Sponsored by the Town Clerk

Finance Committee Recommends

**MOTION MADE:** That Article 17 be adopted as printed in the Warrant.

**MOTION PASSED.**

**ARTICLE 18.** To see if the Town will vote to amend the General By-Laws, Chapter Two, Town Meetings, Section 3, by deleting the strikethrough text and inserting the text shown in bold italics as follows:

Section 3. At any town meeting, ~~one hundred (100)~~ ***seventy-five (75)*** registered voters shall constitute a quorum, provided, however, that once the meeting has been called to order there shall be no minimum quorum required to conduct the business of the Town. A quorum of ~~seventy-five (75)~~ ***fifty (50)*** registered voters shall be required to reconvene any adjourned session of any such meeting; or act in relation thereto.

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

Sponsored by the Town Clerk  
Finance Committee Recommends

**MOTION MADE:** That Article 18 be adopted as printed in the Warrant.

**MOTION FAILED.**

**ARTICLE 19.** To see if the Town will vote to amend the General By-Laws by adding the following new Section 12 to Chapter One, General Provisions:

Section 12. Any elected or appointed Town Board, Committee, or Commission member shall be prohibited from using the Town Seal or Official Town Stationary in a way which incorrectly suggests that the individual is acting in an official capacity on behalf of the Town; or act in relation thereto.

Sponsored by the Town Clerk and Town Manager  
Finance Committee Recommends

**MOTION MADE:** That Article 19 be adopted as printed in the Warrant.

**MOTION PASSED.**

**Approved by the Attorney General on August 9, 2023.**

**ARTICLE 20.** To see if the Town will vote to amend the Zoning Bylaws by striking the language found in Chapter VII, Flood Plain District, in its entirety and replacing it with the language contained in the document on file in the Office of the Town Clerk; or act in relation thereto.

Sponsored by Planning Board and Conservation Agent  
Finance Committee Recommends  
Planning Board Recommends

**MOTION MADE:**

**PLANNING BOARD RECOMMENDS THAT THE ARTICLE BE AMENDED AS FOLLOWS:**

Reference to “ordinance(s)” be changed to “bylaw(s)”  
That the word “building” be removed in Section 7.1  
That Section 7.2 and Section 16.3 be removed

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

That the amendment to Chapter VII, Flood Plain District presented in Article 20 be adopted as recommended by the Planning Board.

**MOTION PASSED. A 2/3 vote was declared by the Moderator.**

**Approved by the Attorney General on August 9, 2023.**

**ARTICLE 21.** To see if the town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to amend the Town Charter, Chapter 7, Elections, Section 3, Eligibility, by adding a section

7-3-2 An eligible person running for an elective office shall not be a plaintiff in any active legal action where the town, its staff, boards or officers are a defendant. No person deficient in any registrations or filings with the town or delinquent on any personal or business taxes, fees or accounts of the town shall be eligible.

Provided however, that the General court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

Or act thereon.

Sponsored by Citizen Petition  
Finance Committee Recommends

**MOTION MADE:** That this article be passed as written in the warrant.

**MOTION FAILED.**

**ARTICLE 22.** To see if the Town will vote to authorize the Board of Selectment to petition the General Court for special legislation to amend the Town Charter, Chapter 8, Financial Provisions and Procedures, Section 9, Collections and Disbursements, by striking section 8-9-2 in its entirety and inserting in its place the following:

8-9-2 Warrants for the payment of town funds, prepared and signed by the town accountant in accordance with general law procedures, shall be submitted to the town manager to be reviewed, approved, and signed, and the town manager shall ensure those

TOWN OF OXFORD  
Annual Town Meeting  
May 3, 2023

warrants are made publicly available on the Town website within 5 business days of being signed.

Sponsored by Citizen Petition  
Finance Committee Defers to Recommend

**MOTION MADE:** That this article be passed as written in the warrant.

**MOTION FAILED.**

**At 12:25AM, it was unanimously voted to dissolve the Annual Town Meeting.**

True Copy  
Attest:

---

Michelle A. Jenkins, CMC, Town Clerk

*Precinct One*  
*Election Officers – May 16, 2023*

*Warden:* Beverly A. Plante  
*Clerk:* Kathleen E. Purcell

*Check In*

Peter Charles Standrowicz

Carole A. Fegreus

*Precinct Two*  
*Election Officers – May 16, 2023*

*Warden:* Sheila M. Thomas  
*Clerk:* Bettie K. Carlson

*Check In*

Joyce Nilson

Carolyn M. Merson

*Precinct Three*  
*Election Officers – May 16, 2023*

*Warden:* Claire D. Wilson  
*Clerk:* Nancy K. Elliott

*Check In*

Sandra M. Crossman

Jean M. Blackwood-Labonte

*Precinct Four*  
*Election Officers – May 16, 2023*

*Warden:* Juliana M. Masley  
*Clerk:* JoAnn E. Nelson

*Check In*

Richard Rielly

Louise P. Mason

*Precinct Four A*  
*Election Officers – May 16, 2023*

*Clerk:* Patricia L. Ferdella

*Check In*

Melissa L. Moldover

**Town of Oxford**  
**Official Annual Town Election Results**  
**May 16, 2023**

CANDIDATE			PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 4A	TOTALS
		Votes Cast:	322	233	310	239	5	1109
<b>BOARD OF SELECTMEN</b>	<b>3yrs</b>	<b>vote 2</b>						
Timothy Shannon Moriarty			163	105	146	103	2	519
<i>John Barry Eul, Jr.</i>			153	125	155	125	3	561
<i>Mark T. Lee</i>			154	107	162	133	1	557
Christopher S. Perron			123	84	115	74	2	398
Write-ins			1	1	0	1	0	3
Blanks			50	44	42	42	2	180
<b>TOTALS</b>			644	466	620	478	10	2218
<b>BOARD OF LIBRARY TRUSTEES</b>	<b>3yrs</b>	<b>vote 1</b>						
<i>John J. Bowes</i>			247	177	243	186	3	856
Write-ins			0	1	0	1	0	2
Blanks			75	55	67	52	2	251
<b>TOTALS</b>			322	233	310	239	5	1109
<b>MODERATOR</b>	<b>3yrs</b>	<b>vote 1</b>						
Russell C. Rheault			150	111	147	135	2	545
<i>Cheryll A. Leblanc</i>			168	120	160	99	3	550
Write-ins			0	0	0	0	0	0
Blanks			4	2	3	5	0	14
<b>TOTALS</b>			322	233	310	239	5	1109
<b>SCHOOL COMMITTEE</b>	<b>3yrs</b>	<b>vote 2</b>						
<i>Corey J. Burke</i>			190	134	186	151	2	663
<i>Jennifer L. Pearson</i>			206	140	183	143	1	673
Write-ins			2	1	4	4	0	11
Blanks			246	191	247	180	7	871
<b>TOTALS</b>			644	466	620	478	10	2218
<b>SOUTHERN WORCESTER COUNTY REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE</b>	<b>3yrs</b>	<b>vote 1</b>						
<i>Benjamin J. LaMountain</i>			239	184	241	177	3	844
Write-ins			0	0	0	1	0	1
Blanks			83	49	69	61	2	264
<b>TOTALS</b>			322	233	310	239	5	1109

**Town of Oxford**  
**Official Annual Town Election Results**  
**May 16, 2023**

CANDIDATE			PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 4A	TOTALS
<b>HOUSING AUTHORITY</b>	<b>5yrs</b>	vote 1						
<i>Arsenio Sousa Luz</i>			<b>232</b>	<b>174</b>	<b>235</b>	<b>170</b>	<b>3</b>	<b>814</b>
Write-ins			2	2	0	1	0	5
Blanks			88	57	75	68	2	290
<b>TOTALS</b>			322	233	310	239	5	<b>1109</b>

Precinct 1	2,585
Precinct 2	2,433
Precinct 3	2,539
Precinct 4	2,482
Precinct 4A	67
<b>Total # Registered Voters</b>	10,106

**Votes Cast Per Precinct**

Precinct 1	322
Precinct 2	233
Precinct 3	310
Precinct 4	239
Precinct 4A	5
<b>Total # Votes Cast</b>	1109

**Voter Turnout %** 11%

**\*As of May 6, 2023: Deadline to Register**

**Winners are indicated in Bold Italics**

**A True Attest Copy:**

**Michelle A. Jenkins, CMC, Town Clerk**

TOWN OF OXFORD  
Special Town Meeting  
October 3, 2023

At the Special Town Meeting duly called and held in the Oxford High School, 100 Carbuncle Drive, Oxford, MA, on Wednesday, October 4, 2023, at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 276 voters were present.

Checkers:

Patricia Lee Ferdella  
Robert W. Krasinskas  
Juliana Marie Masley  
Rose M. Wing

Tellers:

Jean E. Gutierrez  
Shelley L. Lambert  
Jean Marie Landry  
Debra Rose McDonald  
Sheila M. Thomas  
Laura Beth Wilson

The Town Moderator, Cheryll Anne Leblanc, called the meeting to order at 7:05pm. The Pledge of Allegiance was led by Terrance A. Cummings. The Moderator introduced Town Officials and Board Members. The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The audience was advised of the fire evacuation routes. The Town Moderator noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

**MOTION MADE:** To waive the reading of the Warrant in its entirety.  
**MOTION PASSED UNANIMOUSLY.**

**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, Town Manager*  
Finance Committee Recommends

**MOTION MADE:** That the Town pass over this article.  
**MOTION PASSED UNANIMOUSLY.**

TOWN OF OXFORD  
Special Town Meeting  
October 3, 2023

**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, Town Manager*  
Finance Committee Recommends

**MOTION MADE:** That the sum of **One Hundred Thousand Dollars (\$100,000.00)** be transferred from Free Cash and be appropriated to the Capital Stabilization Fund for Fiscal Year 2024.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 3.** To see if the Town will vote to transfer from available funds and appropriate a sum of money to be expended in accordance with the Massachusetts State-Subdivision for Statewide Opioid Settlement Funds; funds to be used for all of the purposes allowed by law, including those outlined in applicable opioid-litigation settlement documents, a document prepared by the Substance Addiction Bureau of the Commonwealth's Office of Health and Human Services Department, found at <https://www.mass.gov/doc/massachusetts-abatement-terms/download> entitled "Abatement Strategies", and consistent with any state guidelines or regulations further clarifying allowable uses of opioid litigation settlement funds, to supplement and strengthen resources available to communities and families for substance use disorder prevention, harm reduction, treatment, and recovery; or act thereon.

*Sponsored by the Public Health Director, Finance Director, Town Manager*  
Finance Committee Recommends

**MOTION MADE:** That the Town vote the sum of \$103,302.27 be transferred from free cash and be appropriated and expended in accordance with the Massachusetts State-Subdivision for Statewide Opioid Settlement Funds; funds to be used for all of the purposes allowed by law, and in accordance with the settlement documents, guidelines and regulations as cited in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 4.** To see if the Town will vote to rescind its acceptance of Chapter 8 of the Acts of 1965, An Act Placing the Office of the Chief of Police and the Positions of the Regular or Permanent Members of the Police Force of the Town of Oxford under the Civil Service Law, such rescission not to effect rights already in existence but only apply to the civil service rights of successor employees, or act thereon.

*Sponsored by the Town Manager, Police Chief*  
Finance Committee Recommends

TOWN OF OXFORD  
Special Town Meeting  
October 3, 2023

**MOTION MADE:** That Article 4 be adopted as printed in the Warrant.

**MOTION MADE TO MOVE THE QUESTION PASSED.**

Requires a 2/3 vote.

**MOTION PASSED. A 2/3 vote was declared by the Moderator.**

**ARTICLE 5.** To see if the Town will vote to appropriate a sum of money to pay the costs of engineering, designing, constructing, and repairing foundations, siding, and roofs of the A.M. Chaffee and Clara Barton Elementary Schools, and the partial roof replacement of the Oxford High School, including the payment of all other costs incidental and related thereto; and to meet this appropriation authorize the Treasurer with the approval of the Board of Selectmen to borrow such amount pursuant to the provisions of General Laws Chapter 44 or any other enabling legislation and to issue bonds or notes of the Town therefor, provided, however, that any such borrowing shall be contingent upon passage of a Proposition 2½ debt exclusion ballot question pursuant to General Laws Chapter 59, §21C(k); or act thereon.

*Sponsored by the School Committee, Superintendent*

Finance Committee Recommends

**MOTION MADE:** That the Town appropriates \$10,000,000.00 to pay the costs of engineering, designing, constructing, and repairing foundations, siding, and roofs of the A.M. Chaffee and Clara Barton Elementary Schools, and the partial roof replacement of the Oxford High School, including the payment of all other costs incidental and related thereto; and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor, provided, however, that no amounts shall be borrowed or expended pursuant to this vote unless the Town shall have voted to approve a debt exclusion ballot question to exclude the amounts required to repay any such borrowing from the property tax levy limitations of G.L. c. 59, §21C (also known as Proposition 2½).

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY. A 2/3 vote was declared by the Moderator.**

**ARTICLE 6.** To see if the Town will vote to amend the Oxford Zoning By-law Chapter III, Use Regulations, §3.0 ACCESSORY USES by adding a new section 3.10 as follows:

3.10 Accessory structures 200 square feet of area or less with a maximum eave height of 10 feet used for storage or utility purposes accessory to a primary residential structure are permitted by right in any district. The accessory structure shall comply with the front setback for its residential district, shall have a minimum side and rear setback of no less than 5 feet, and shall be 10 feet from any other structure. Accessory structures that accommodate animals are excluded.

TOWN OF OXFORD  
Special Town Meeting  
October 3, 2023

or act thereon.

*Sponsored by Building Commissioner*  
Finance Committee Recommends  
Planning Board Recommends with an Amendment

**MOTION MADE:** That Article 6 be adopted as printed in the Warrant.  
**AMENDMENT MADE:** That the Town amend this article by adding the following words, “from this section” after the words “Accessory structures that accommodate animals are excluded”.

**AMENDMENT PASSED.**

Requires a 2/3 vote.

**MOTION PASSED. A 2/3 vote was declared by the Moderator.**  
**Approved by the Attorney General on December 18, 2023.**

**MOTION MADE:** To waive the reading of this article in its entirety.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 7.** To see if the Town will vote to amend the Oxford General By-Laws, Chapter Seventy-Nine REGISTRATION AND MAINTENANCE OF VACANT AND FORECLOSING PROPERTIES by adding the following:

**CHAPTER SEVENTY-NINE  
PROPERTY MAINTENANCE**

**SECTION 1. PURPOSE**

The purpose and intent of this chapter is to protect the health, safety and welfare of the citizens of Oxford by preventing blight, protecting the Town’s resources, avoiding the creation and maintenance of nuisances and ensuring the safety and sanitary maintenance of **all** buildings and structures. Inadequately maintained residential or commercial/business buildings are at an increased risk for fire, unlawful entry, or other public health and safety hazards. This chapter will help secure the welfare of the Town’s residents and neighborhoods and further the objectives of and to act in concert with existing state or local laws.

**SECTION 2. DEFINITIONS**

The following words and phrases as used in the By-Law shall have the following meanings, unless a contrary intention clearly appears:

“**Blighted Premises**” or “**Blighted Property(ies)**” or the condition of “**blight**” involving real property in the Town of Oxford shall mean any building, structure, parcel of land, or any part of

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a building or structure that is a separate unit, whether commercial or residential, whether occupied or unoccupied, in which at least one (1) of the following conditions exist:

A. The property is not being adequately maintained and secured as documented by the Enforcement Officer (as the term is defined herein) based upon, but not limited to, the following factors or similar factors:

1. Missing, broken or boarded windows or doors for more than thirty (30) days;
2. Collapsing or missing walls, roof or floor;
3. Siding that is seriously damaged or missing;
4. Extensive fire or water damage;
5. A foundation that is structurally faulty;
6. The exterior storage or accumulation of junk, trash, litter, bottles, cans, rubbish or refuse of any kind, except for domestic refuse stored in a manner as not to create a nuisance for a period not to exceed fifteen (15) days. The term "junk" shall include parts of machinery, motor vehicles, boats, motorcycles or other inoperable machinery, used stoves, refrigerators or other cast-off material of any kind whether or not the same could be put to any reasonable use unless such items are customarily used in connection with a lawfully operating business;
7. Gravel, rocks and dirt piles stored by the owner for purposes of construction and/or landscaping and said item(s) remain stored for more than twelve (12) months upon the owner's premises unless such items are customarily used in connection with a lawfully operating business;
8. Overgrown vegetation that may harbor vermin or pests, conceal pools of stagnant water or other nuisances or which is otherwise detrimental to neighboring properties and which is not grown or permitted to serve conservation purposes;
9. Dead, decayed, diseased or hazardous trees, shrubs or any vegetation that may pose a hazard to the health and safety of any person in the vicinity of the property or which is otherwise detrimental to neighboring properties and which has not been removed to serve conservation purposes;
10. Overgrown grass of at least two feet that is not grown to serve conservation purposes;
11. All dumpsters in place for more than eight (8) weeks shall be screened from public view and shall be always covered. Dumpsters used solely to serve construction carried out under a Building Permit(s) are exempt; or
12. Other structural deficiencies that contribute to blight as determined by the Enforcement Officer or his/her agents;

B. Property allowed to exist in a condition of neglect resulting in:

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- 1) the harboring of vermin or pests;
- 2) the maintenance of a fire hazard, as determined by the Fire Chief or his designee; or
- 3) the attraction of illegal activity, as determined by the Police Department where such condition presents a threat to public health or safety.

C. Because of fire, wind or other natural disaster, or because of physical deterioration, one or more structures on the property are no longer safe for use.

**“Board of Health”** shall mean the Board as defined and designated by the Town’s governance documents.

**“Building”** shall mean a structure having a roof supported by columns or walls, resting on its own foundations; including but not limited to a shed, garage, stable, greenhouse, metal container or other accessory building.

**“Costs”** shall mean any and all expenses paid or incurred by the Town for work done or efforts expended in furtherance of carrying out the intent and directives of this chapter including but not limited to all technical, administrative, and/or professional fees, and all court costs and attorney fees.

**“Day”** shall mean consecutive calendar days.

**“Dilapidated”** shall mean a condition of decay or partial ruin by reason of neglect, misuse, or deterioration. The term includes but is not limited to:

- A. Property having deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken or inadequately secured windows or doors; or
- B. Personal property that is broken, rusted, worn, partially or wholly dismantled or otherwise due to deterioration is unsuitable for the purpose for which designed.

**“Enforcement Official”** shall mean the Board of Health Agent, the Building Commissioner, the Inspector of Buildings, Assistant Inspector of Buildings and the Fire Chief, or their designated agents.

**“Inoperable/Neglected Motor Vehicle”** shall mean an inoperable motor vehicle, registered or unregistered, not stored within an enclosed building or designed and used for agricultural purposes, in a condition of disrepair or partially dismantled with no progress toward restoration, or showing neglect by invasion of foliage, rodent nesting, or progressive deterioration or other condition attributable to neglect.

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**“Owner”** shall mean any individual, business entity, voluntary association or nonprofit organization, and quasi-governmental entities, which alone or jointly or severally with others:

- A. Has legal or equitable title to any building, structure, or property or parcel of land, vacant or otherwise;
- B. Has care, charge, or control of any such building, structure or property in any capacity, including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title;
- C. Is a lessee under a written agreement;
- D. Is a mortgagee in possession of any such property;
- E. Is an agent, trustee, or other person appointed by the courts and vested with possession or control of such building, structure or property; or
- F. Is a trustee who holds, owns or controls mortgage loans for mortgage backed securities transaction and has initiated the foreclosure process.

**“Property”** shall mean any real residential, commercial or industrial property or portion thereof, located in the Town of Oxford, including any buildings, structures and personal property located thereon. For purposes of this chapter, “property” does not include property owned by or subject to the control of any governmental entity, including the Town of Oxford or any of its governmental bodies.

### **SECTION 3. BLIGHTED CONDITIONS**

- A. No owner of property, shall allow, create, maintain or cause to be created or maintained any Blighted Premises.

### **SECTION 4. ADMINISTRATION**

- A. Investigation. The Enforcement Official shall undertake an investigation of any alleged violation of this chapter upon their own initiative or upon receipt of a complaint from any individual, civic organization, neighborhood group, governmental entity or other affected agency. In conducting investigations, the Enforcement Official shall coordinate inspections by and among the Board of Health, Chief of Police and the Fire Chief, or their designees, as the Enforcement Official deems appropriate to ensure that this bylaw may be enforced.

In making such inspection, the Enforcement Official shall have such right of access to premises that may be lawfully exercised by him/her under the laws and constitution of the Commonwealth and the United States.

- B. Order to take corrective action. In the event that a violation of this chapter has occurred, the Enforcement Official shall serve notice of the violation and an order to correct such

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violation on the owner of the property by certified mail or by handing a copy of the notice and order to the intended recipient. The order shall require the owner(s) to take one or more of the following actions to bring the property into compliance with the requirements of this chapter:

1. To take any action that the Enforcement Official deems necessary to correct the violations of this chapter in order to assist the Town in protecting the public health, safety, and the wellbeing.
2. To correct the violation within seven (7) days or within such time as the Enforcement Official deems reasonable and necessary. In the event of demonstrated hardship, an extension or extensions may be granted at the discretion of the Enforcement Official.
3. In instances where permits or other authorizations are required; to file a completed application and any required plans for said permit for repair or rehabilitation along with a schedule indicating a completion date for such work or its various phases. Such schedule shall be approved by the Enforcement Official.

If the Enforcement Official determines that the condition is subject to the jurisdiction of the Board of Health or is a violation of the State Sanitary Code or any health regulation, in addition to enforcing this chapter, s/he shall refer the matter to the Board of Health or any other appropriate state or local officials for action.

C. Failure to comply. Should the property owner fail to comply, or neglect or refuse to take the corrective action specified in the notice, the Enforcement Official may seek an injunction or order in any court of competent jurisdiction restraining any further use of the property and the continuation of the violation and may take such other action as is provided by law to enforce the provisions of this chapter. As the court may provide, or as is otherwise provided by law, the Town may undertake such repairs or actions or may seek a court-appointed receiver to manage the property and bring said property into compliance with this bylaw and all applicable statutes, regulations and codes, and to take such other corrective action as may be required to protect the health, safety or welfare of the public. Notice of the intention of the Town to make such repairs or other corrective action shall be served on the owner(s) by certified mail or by service in hand by a person duly authorized to do such.

D. Recovery of costs. When repairs are made or other corrective action is taken by the Town, the costs of such repairs and enforcement action (which “costs” are understood to include all technical, administrative, and/or professional fees to accomplish these repairs and/or corrective action) plus any and all court costs and attorney fees for administration, processing, and/or prosecution of the collection of these costs shall constitute a debt in

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favor of the town against the owner(s) of the blighted premises. In the event that the property owner(s) fails, neglects or refuses to pay the debt within thirty (30) days of the debt receipt, the Town may collect the debt by any lawful means, including initiating a civil action in a court of competent jurisdiction for the balance due and obtaining a lien on the property for the debt. Lenders foreclosing on a property may seek waiver of such

costs that accrued before possession by lender, which the Town may consider in its sole discretion.

- E. Enforcement authority. The enforcement authority under this section shall be in addition to and not in place of any other existing authority under any relevant ordinance or General Law, including MGL c.139 §1, MGL c.111 §122-125, and MGL c.143 §6.

## **SECTION 5. PENALTIES**

Each separate offense of this chapter shall be punishable by a fine of \$300.00. Each violation of any provision of this chapter shall be considered a separate offense and each day that any violation continues shall constitute a separate offense.

The imposition of any fine from this section shall not be construed to prevent enforcement of any other bylaws, laws or regulations of the same property nor prevent other enforcement measures or fines, including civil or legal action against the owner to require compliance with the order. Failure to pay any fine arising from the enforcement of this chapter shall constitute a debt in favor of the Town. In addition to any other means of enforcement available under this bylaw, the Enforcement Official may enforce this bylaw by means of non-criminal disposition pursuant to MGL c.40 §21D.

## **SECTION 6. APPEALS**

- A. Right to a Hearing. Any person or persons upon whom any order to take corrective action has been served pursuant to this chapter, and who is aggrieved by said order may seek an administrative appeal to the Hearing Officer, such petition must be filed in writing within seven (7) days after the day the order was served.
- B. Hearing Notice. Upon receipt of a petition the Hearing Officer shall in writing inform the petitioner and other affected parties (affected parties shall include the occupants of all affected premises if the petitioner is an owner, and the owner if the petitioner is an occupant) of the date, time and place of the hearing and of their right to inspect and copy the Enforcement Official's file and other public records concerning the matter to be heard.

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C. Appeal of Final Decisions. Any person aggrieved by the final decision issued under this chapter by the Hearing Officer may seek relief therefrom in any court of competent jurisdiction, as provided by the laws of this Commonwealth of Massachusetts.

## **SECTION 7. APPLICABILITY**

If any provisions of this chapter impose greater restriction or obligations than those imposed by any general law, special law, regulation, chapter, order or policy, then the provisions of this chapter shall control.

## **SECTION 8. SEVERABILITY**

If any provision of this chapter is held to be invalid by a court of competent jurisdiction, then such provisions shall be considered separately and apart from this chapter's remaining provisions, which shall remain in full force and effect.

The provisions of this chapter are effective immediately upon passage and all provisions shall be enforced immediately.

Or act thereon.

Sponsored by Public Health Director, Building Commissioner

Finance Committee deferred to the Planning Board.  
Planning Board Recommends.

**MOTION MADE:** That Article 7 be adopted as printed in the warrant.  
**AMENDMENT MADE:** To postpone this article indefinitely.  
**MOTION PASSED.**

**At 8:58PM, it was unanimously voted to dissolve the Special Town Meeting.**

True Copy  
Attest:

---

Michelle A. Jenkins, CMC, Town Clerk

**Precinct One**  
**Election Officers – December 12, 2023**

**Warden:** Sheila M. Thomas  
**Clerk:** Cynthia E. Brennan

**Check In**

Carolyn M. Merson

Rose M. Wing

**Precinct Two**  
**Election Officers – December 12, 2023**

**Warden:** Mary A. Stevens  
**Clerk:** Bettie K. Carlson

**Check In**

Joyce A. Nilson

Bettie K. Carlson

**Precinct Three**  
**Election Officers – December 12, 2023**

**Warden:** Claire D. Wilson  
**Clerk:** Juliana M. Masley

**Check In**

Jean M. Landry

Peter C. Standrowicz/Richard Reilly

**Precinct Four**  
**Election Officers – December 12, 2023**

**Warden:** JoAnn E. Nelson  
**Clerk:** Jeannine A. Ross

**Check In**

Carole A. Fegreus

Louise P. Mason

**Precinct Four A**  
**Election Officers – December 12, 2023**

**Warden:** Patricia L. Ferdella  
**Clerk:** Melissa L. Moldover

**Check In**

Patricia L. Ferdella

Melissa L. Moldover

**Town of Oxford**  
**Official Special Town Election Results**  
**December 12, 2023**

			PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 4A	TOTALS
	Votes Cast:		196	140	177	151	1	665
<b>BALLOT QUESTION - Debt Exclusion for the Schools</b>								
	vote 1							
Blanks			0	0	1	0	0	1
YES			139	85	126	95	1	446
NO			57	55	50	56	0	218
	<b>TOTALS</b>		196	140	177	151	1	665

Precinct 1	2,677
Precinct 2	2,509
Precinct 3	2,602
Precinct 4	2,568
Precinct 4A	64
<b>Total # Registered Voters</b>	10,420

<b>Votes Cast Per Precinct</b>	
Precinct 1	196
Precinct 2	140
Precinct 3	177
Precinct 4	151
Precinct 4A	1
<b>Total # Votes Cast</b>	665

**Voter Turnout %** 6.38%

\*As of December 1, 2023: Deadline to Register

Winners are indicated in **Bold Italics**

**A True Attest Copy:**

**Michelle A. Jenkins, CMC, Town Clerk**





# *Town of Oxford*

## Volunteer Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Please circle your area of Interest:**

Animal Shelter Volunteer

Historical Commission

Bandstand Committee

Honor Guard

Board of Assessors

Master plan Implementation Committee

Board of Health Member

Open Space Committee

Cemetery Commission

Personnel Board

Conservation Committee

Planning Board

Council on Aging

Recreation Commission

Cultural Council

Smolenski/Millette Charitable Trust II

Finance Committee

Zoning Board of Appeals Committee

Your Special Interest(s) \_\_\_\_\_

\_\_\_\_\_

Relevant Experience: \_\_\_\_\_

\_\_\_\_\_

Why are you interested in this Committee/Commission? \_\_\_\_\_

\_\_\_\_\_

Previous Town Service: \_\_\_\_\_

References: \_\_\_\_\_

*Please return this completed application to the Town Manager's Office.*



## The Primary Source for Everything Oxford!



"Onward Oxford" is a quarterly newsletter highlighting important information and timely updates about recent, past, and upcoming town-wide events along with departmental services and achievements.

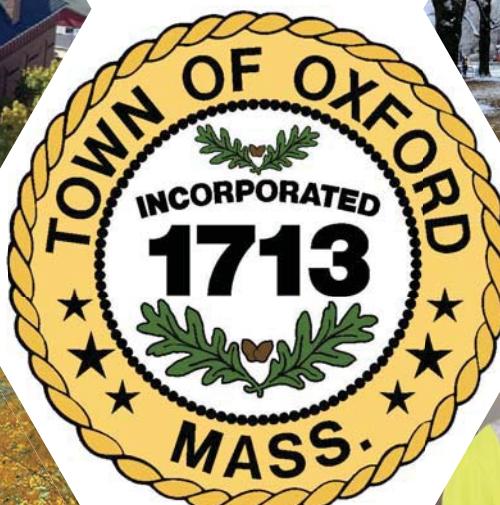
Articles in the newsletter are composed by department heads which connect citizens to local government. These articles allow residents and businesses to get a snapshot of new developments, events, and vibrant stories, positively shaping the Oxford community.



Photograph By: Barry Collins

**"People working together in a strong community with a shared goal and a common purpose can make the impossible possible."**

**~ Tom Vilsack**



**2023**

**Annual Report**