



P.O. Box 187, Oakland, Maine 04963 • Ph. 207-465-7357 • Fax 207-465-9118

OAKLAND TOWN COUNCIL AGENDA

5/13/2026

6:00 p.m. Oakland Fire Station

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from April 22, 2026, council meeting, the minutes from May 5, 2026 Annual Town Meeting, and signing the weekly payables warrant.

New Business:

1. Order 65-2526 – Oakland Policy - Maine Excise Tax for 100% Disabled Veterans - Christine Nutting
2. Order 66-2526- RSU18 Budget Warrant – signatures.
3. Order 67-2526 – Accept 2026-27 Paving Bid
4. Order 66-2526 – Board of Assessment Review
5. Order 67-2526 – ATV Access Route Permit Application
6. Order 68-2526 – Social Media Policy – update
7. Order 69-2526 – June 30, 2026, Close at 2pm for Year End Processing
8. Order 70-2526 – Safety Training (OPD)

Old Business:

Manager Updates (if any)

Executive Session

1. Executive Session: 1 M.R.S.A. § 405 (6) (F) - Discussion of Confidential Records

Adjournment

Upcoming Meetings:

Monday May 18, 2026 – Mobile Home Park Committee Meeting - #3 Police Station – 6:00 p.m.

Monday May 25, 2026 – Memorial Day Parade, Noon

Wednesday May 27, 2026 – Council Meeting -Fire Station – 6:00 p.m.

Monday June 8, 2026 – Mobile Home Park Committee Meeting #4- Police Station 6:00 p.m.

Tuesday June 9, 2026 – Primary Election Day/School Budget Vote- Oakland Fire Station 7:00 a.m. – 8:00 p.m.

Wednesday June 10, 2026 – Council Meeting Fire Station – 6:00 p.m.

Monday June 15, 2026 - Mobile Home Park Committee Meeting #5- Police Station 6:00 p.m.

Wednesday June 24, 2026 – Council Meeting -Fire Station – 6:00 p.m.

TOWN COUNCIL MEETING MINUTES
APRIL 22, 2026

Council Members' Present:

Michael Perkins, Chairman Dana Wrigley, Vice Chairman
Susan Leigh Robert Nutting
Kelly Roderick

Others Present:

Kelly Pinney-Michaud, Town Manager Kathleen Paradis, Town Clerk
David Savage-Oakland Fire Department Robin Harvell

The meeting was called to order at 6:00pm by Council Chair Michael Perkins and let those present in the reciting of the Pledge of Allegiance.

1. **Roll Call:** Council Chair Michael Perkins took roll call. All five councilors were present/
2. **To Approve the minutes of the March 25, 2026, meeting and sign the warrant:** Town Manager Kelly Pinney-Michaud informed the council that there were a couple of changes made to the minutes from the prior meeting. It was moved by Dana Wrigley, seconded by Susan Leigh, and voted 4-1 to accept the minutes with changes. Councilor Kelly Roderick abstained from voting as she was not present at the prior meeting.

NEW BUSINESS:

1. **Sign the January/March Sewer Commitment:** Town Manager Kelly Pinney Michaud asked the council to approve the commitment for the January-March sewer bills in the amount of \$157,925.81. It was voted 5-0 to commitment the sewer for January and March.
2. **Safety Training:** The Town Manager explained that LT. Adam Sirois was investigating a rollover accident on Route 11 and would not be able to hold the meeting this evening. She then handed the council the written policy and asked them to please review and let her know if they would like a roundtable discussion or more hands-on training. She also stated that we could talk about the policy ideas. Councilor Susan Leigh asked if there had been a situation before she became a councilor. The Town Manager explained that it was councilor Kelly Roderick who was the one who had requested we do some training and have a policy. Councilor Susan Leigh then stated that it was not a bad idea to buddy up when you go to your vehicles. Councilor Michael Perkins stated that we could put the item on the agenda for the next council meeting. Councilor Robert Nutting then stated that at the State House in Augusta they had a Capitol Police Officer that spoke to them to explain what to do in case of a gun man incident. The Town Manager then stated that the School Resource Officers conduct training in the schools with the staff and teachers. She will advise LT Sirois we will do a round table discussion. Councilor Kelly Roderick then stated that she had not seen this policy before this evening, and it was written last September. She then stated that since the gentleman came in at one of the meetings we previously had and everyone on the other side of the room was texted for law enforcement. They then came in and sat with him. When I left

the building, I was told not to get cornered by this individual and she then asked what she was supposed to do. This item will be addressed at the next scheduled council meeting.

OLD BUSINESS:

- 1. Mobile Home Park:** Town Manager Kelly Pinney Michaud informed the council that LD2231 was written and signed by legislature will go into effect at the end of July 2026. It states that manufactured homes, mobile home parks, tiny homes owners can only increase the rent once a year. Councilor Robert Nutting then stated that yes LD2231 was signed on 4/13/26 and will become law on 7/28/26. It states manufactured homes, mobile home parks and tiny homeowners cannot increase lot rent more than once a year. The amount will be CPI plus 1 percent. Which means if the rent is \$500 then the amount equal to the increase would be \$523. New lot rent is no more about money it is strictly a percentage. The Town Manager then inquired, "are they going to keep the same month? Councilor Nutting then stated yes, unless 51 percent or of the same housing community produce a written request, get mediation, and have 90 days. Then they inform the landlord and he has a 15-day period to respond. If the tenant/landlord mediation does not produce a common ground, the landlord cannot ask the people to a nondisclosure and is acting in bad faith. Also, there would be no cap on the increase once parties have gone through mediation. Town Manager then stated that the tenants should accept the CPI plus 1 percent. Councilor Nutting then stated that this starts 7/28/26 and the Town Manager should supply a copy of the new law to the Mobile Home Park Committee members at the meeting on Monday April 27th, 2026.
- 2. Maine Veterans Excise Tax:** The Town Manager informed the council that Christine Nutting along with herself have produced a policy regarding excise tax exemptions for veterans. She stated that they will have 30 days from the time of registration to get reimbursed(refunded) the excise tax on their vehicle. She also stated that the gentleman who had requested the refund has now received his full refund for the excise tax. The Town Manager stated that she will have the written policy available for discussion at the next council meeting. Councilor Nutting then inquired if it was all town funds? The Town Manager stated yes, and we would refund the amount due within 30 days. Councilor Nutting then stated that the new Veterans Exemption Law does go into effect on 7/1/26.

OTHER BUSINESS: Councilor Kelly Roderick asked about the DOT sign that was down on Swan Hill. The Town Manager stated that she has contacted DOT and they will pick up the sign.

ADJOURNMENT:

Council Chairman Michael Perkins then ended the public meeting at 6:16pm.

EXECUTIVE SESSION:

It was moved by Michael Perkins and seconded by Dana Wrigley and voted 5-0 to begin Executive Session at 6:17pm

It was moved by Michael Perkins and seconded by Dana Wrigley and voted 5-0 to exit the Executive Session at 6:39pm

TOWN MEETING MINUTES
MAY 5, 2026

Council Members Present:

Michael Perkins, Chairman

Robert Nutting

Dana Wrigley Vice Chairman

Susan Leigh

Kelly Roderick

Others Present:

SEE ATTACHED SIGN IN SHEETS

The meeting was called to order at 6:00pm by Town Clerk Kathleen Paradis and led those present in the reciting of the Pledge of Allegiance.

1. **Nominate a Moderator:** Nominations by the Town Council were taken and Andrew Carlton was chosen to preside over the meeting.

2. **Swearing in of Moderator:** Town Clerk Kathleen Paradis swore in Andrew Carlton as Moderator.

Business Agenda:

1. **Spirit of America Award:** Council Chairman Michael Perkins presented the Snow Pond Senior Center with this annual award.

2. **Employee Appreciation Award:** Town Manager Kelly Pinney-Michaud gave us background on the award and was honored this year to have Susan Giguere receive the award.

3. **Town Manager Synopsis:** Town Manager Kelly Pinney- Manager gave an informative speech regarding the increase in the budget this year. She also informed those present about current activities that would be happening in the town.

4. **Moderator Instructions for the vote on the Budget Articles:** Moderator Andrew Carlton informed the residents and council members how the process of voting on the warrant articles. He stated that the council will vote on such articles with a motion and a second, then residents will vote on the same articles.

5. **Voting on Budget Articles:**

Article 2: To see if the Town will vote to authorize the Town Council to pay any and all overdrafts from the 2026-2027 fiscal year that exceeds the \$10,001 limit authorize by Section 303 in the Oakland Town Charter. It was motioned by Michael Perkins and seconded by Dana Wrigley. Was passed by Oakland Residents.

Article 3: To see if the Town will vote to fix dates upon which 2026-2027 taxes shall become payable and to charge interest on same. It was motioned by Michael Perkins, seconded by Dana Wrigley and was passed by Oakland Residents

Article 4: To see if the Town will vote to raise and appropriate for General Government. It was motioned by Michael Perkins, seconded by Dana Wrigley and was passed by Oakland Residents.

Article 5: To see if the Town will vote to raise and appropriate for Debt Services and Contingency. It was motioned by Michael Perkins, seconded by Dana Wrigley and was passed by the Oakland Residents.

Article 6: To see if the Town will vote to raise and appropriate for the Public Library. Robert Brown questioned why we have a library, the building is old and no one uses it anymore. Sheila Thorne-Rogers the Head Librarian stated that there are currently 300-400 patrons from Oakland that use the library. Robert Brown asked how many pay to use it. Sheila then stated that if you are from out of town, you will pay a fee, but Oakland residents do not. Doug Fischang then stated that he was in favor of the library and it is a great asset to the town. Stacy Linehan stated that they have a great children's section and she would rather have a book in a child's hand than a computer. Patrick Linehan stated that the American Legion shares the parking lot with the library and when the library is open the parking lot is full of patrons. It was motioned by Michael Perkins, seconded by Dana Wrigley and was passed by Oakland Residents.

Article 7: To see if the Town will vote to raise and appropriate for the Recreation Department. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 8: To see if the Town will vote to raise and appropriate for Fire and Rescue. Jamie Phair questioned what the Fund Equity was. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 9: To see if the Town will vote to raise and appropriate for Police Department. It was motioned by Mike Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 10: To See if the Town will vote to raise and appropriate for the Protection Services. It was motioned by Michael Perkins and seconded by Dana Wrigley and passed by Oakland Residents.

Article 11: To see if the town will vote to raise and appropriate for Animal Control. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 12: To see if the Town will vote to raise and appropriate for the Transfer Station and Recycling. It was motioned by Michael Perkins and seconded by Dana Wrigley and passed by Oakland Residents.

Article 13: To see if the Town will vote to raise and appropriate for the Public Works and Road Improvements. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 14: To see if the Town will vote to raise and appropriate for Property Maintenance. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 15: To see if the Town will vote to raise and appropriate for Capital Improvements. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 16: To see if the Town will vote to raise and appropriate for Miscellaneous Requests: Robert Brown inquired why the town does not put out to sealed bid any properties that have been foreclosed upon. The Town Manager explained that the law has now changed and a different process of using an attorney is required. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 17: To see if the Town will vote to raise and appropriate for the Conservations Organizations. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 18: To see if the Town will vote to apply estimated General Fund Revenues in the amount of \$1,346,091 towards the appropriations to reduce taxation. Last year-\$1,372,614. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 19: To see if the Town will vote to authorize the Town Council to sell or dispose of any real estate acquired by the Town for nonpayment of taxes. Except that the Municipal Officers shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to see it to anyone other than the former owner(s). It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 20: To see if the Town will vote to authorize the Town Council to accept any and all donations, gifts, reserves or grants and to expend such monies for the purpose stated. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 21: Shall the town of Oakland vote to approve a Community Development program and a possible Community Development Block Grant application and submit same to the Department of Economic and Community Development? If said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurance, further assume such responsibilities,

and exercise such authority as are necessary and reasonable to implement such program. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Article 22: To see if the Town will vote to authorize the Tax Collector and Treasurer to accept prepayment of taxes not yet committed pursuant to 35 M.R.S. Sec 506 with no payment of interest by the town. It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

Adjourn: Moderator Andrew Carlton asked for a motion to adjourn. It was motioned by Michael Perkins, seconded by Susan Leigh and unanimously voted by Oakland Residents to adjourn at 6:44pm.

Town of Oakland Policy

Maine Excise Tax Exemption for 100% Disabled Veterans

Purpose - The purpose of this policy is to establish a consistent and lawful process for administering motor vehicle excise tax exemptions for eligible 100% disabled veterans, in accordance with Maine State Law.

Legal Authority - This policy is adopted pursuant to Title 36, Maine Revised Statutes § 1483, which provides a motor vehicle excise tax exemption for certain disabled veterans.

Eligibility Requirements

- ~~Must be a resident of the State of Maine~~
- Must be a veteran who is 100% totally and permanently disabled due to your service.
- Must provide updated documentation from the U.S. Department of Veterans Affairs (VA) at the time of every registration and re-registration (reimbursements will only be done if documentation is provided within 30 days of registration)
- Must be listed on the title/title application of the vehicle for which the exemption is requested

Exemption Scope

1. The exemption applies to no more than 3 motor vehicles owned by the qualified veteran at any given time.

For the excise tax exemption, the law states the vehicle must meet the definition of an automobile. Automobile is defined under the taxation laws as:

Title 36, §1752. Definitions 1-B.

Automobile. "Automobile" means a self-propelled 4-wheel motor vehicle designed primarily to carry passengers and not designed to run on tracks. "Automobile" includes a pickup truck or van with a gross vehicle weight rating of 10,000 pounds or less.

2. The exemption covers municipal excise tax only and does not apply to state registration fees, title fees, license plate fees, sales tax, or agent fee.

Fraud and Misuse - Any person found to have fraudulently obtained or used this exemption will be subject to repayments of excise tax and may be subject to penalties under Maine State Law.

Administration - The BMV Clerk is responsible for administering this policy and maintaining all related records in compliance with applicable confidentiality laws.

DRAFT 4.22.2026

REVISED DRAFT 4.29.2026

**BOARD OF ASSESSMENT REVIEW
UPDATED APRIL 2026**

Jane Sturk, (Chairman)	Term Expires June 2027
Julie Kern	Term Expires June 2026 WAITING TO HEAR BACK
Sylvia Jadczyk	Term Expires June 2028
Tyler Backus,	Term Expires June 2028
ALT#1, Vacancy	Term Expires June 2029 – APPOINT CHRIS CURTICE
ALT #2, Vacancy	Term Expires June 2027 – NEED TO FILL

FROM TOWN CHARTER

Sec. 802 Board of Assessment Review: Appointments; Vacancies.

There shall be a Board of Assessment Review to consist of 3 members who shall be appointed by the Town Council for a term of 3 years except that, of those first appointed one shall be for a term of 3 years, one for a term of 2 years and one for a term of 1 year. Compensation to such members shall be determined by the Council. Vacancies in the membership of such board shall be filled by the Council for the unexpired term. Members shall be residents of the Town for their entire term and must not serve in any other appointed, elected or employment capacity with the town. Spouses or children of elected officials or employees are not eligible for appointment to this Board.

802.1

The Board of Assessment Review shall have two alternate members appointed by the Town Council. Initially, one member must be appointed for one year and one member for two years. Thereafter, the term of each alternate is three years.

Sec. 803 Board of Assessment Review: Powers and Duties.

The Board of Assessment Review shall have the power to:

803.1

Review appeals from decisions of the Assessor regarding applications for abatements of property taxes and make determinations, including abatements, with respect to assessments in accordance with the general laws of the State of Maine.

803.2

Have the power to administer oaths, take testimony, and hold hearings as may be required in carrying out its functions.

803.3

Adopt, subject to the approval of the Town Council, rules and regulations for the transaction of its business consistent with 30-A M.R.S.A. § 2691(3), as amended from time to time.

Title 30-A: MUNICIPALITIES AND COUNTIES**Part 2: MUNICIPALITIES**

Subpart 3: MUNICIPAL AFFAIRS

Chapter 123: MUNICIPAL OFFICIALS

Subchapter 5: BOARD OF APPEALS

§2691. Board of appeals

This section governs all boards of appeals established after September 23, 1971. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Establishment. A municipality may establish a board of appeals under its home rule authority. Unless provided otherwise by charter or ordinance, the municipal officers shall appoint the members of the board and determine their compensation.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Organization. A board of appeals shall be organized as follows.

A. The board shall consist of 5 or 7 members, serving staggered terms of at least 3 and not more than 5 years, except that municipalities with a population of less than 1,000 residents may form a board consisting of at least 3 members. The board shall elect annually a chairman and secretary from its membership. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Neither a municipal officer nor a spouse of a municipal officer may be a member or associate member of the board. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting on that issue shall be decided by a majority vote of the members, excluding the member who is being challenged. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The municipal officers may dismiss a member of the board for cause before the member's term expires. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. Municipalities may provide under their home rule authority for a board of appeals with associate members not to exceed 3. If there are 2 or 3 associate members, the chairman shall designate which will serve in the place of an absent member. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106

(NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Procedure. The following provisions govern the procedure of the board.

A. The chairman shall call meetings of the board as required. The chairman shall also call meetings of the board when requested to do so by a majority of the members or by the municipal officers. A quorum of the board necessary to conduct an official board meeting must consist of at least a majority of the board's members. The chairman shall preside at all meetings of the board and be the official spokesman of the board.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The secretary shall maintain a permanent record of all board meetings and all correspondence of the board. The secretary is responsible for maintaining those records which are required as part of the various proceedings which may be brought before the board. All records to be maintained or prepared by the secretary are public records. They shall be filed in the municipal clerk's office and may be inspected at reasonable times.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The board may provide, by regulation that must be recorded by the secretary, for any matter relating to the conduct of any hearing, except that the chair may waive any regulation upon good cause shown. Unless otherwise established by charter or ordinance, the board shall conduct a de novo review of any matter before the board subject to the requirements of [paragraph D \(../30-A/title30-Asec2691.html\)](#). If a charter or ordinance establishes an appellate review process for the board, the board shall limit its review on appeal to the record established by the board or official whose decision is the subject of the appeal and to the arguments of the parties. The board may not accept new evidence as part of an appellate review. [PL 2017, c. 241, §1 (AMD).]

D. The board may receive any oral or documentary evidence but shall provide as a matter of policy for the exclusion of irrelevant, immaterial or unduly repetitious evidence. Every party has the right to present the party's case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct any cross-examination that is required for a full and true disclosure of the facts. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. The transcript or tape recording of testimony, if such a transcript or tape recording has been prepared by the board, and the exhibits, together with all papers and requests filed in the proceeding, constitute the public record. All decisions become a part of the record and must include a statement of findings and conclusions, as well as the reasons or basis for the findings and conclusions, upon all the material issues of fact, law or discretion presented and the appropriate order, relief or denial of relief. Notice of any decision must be mailed or hand delivered to the petitioner, the petitioner's representative or agent, the planning board, agency or office and the municipal officers within 7 days of the board's decision. [PL 1991, c. 234 (AMD).]

F. The board may reconsider any decision reached under this section within 45 days of its prior decision. A request to the board to reconsider a decision must be filed within 10 days of the decision that is to be

reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. The board may conduct additional hearings and receive additional evidence and testimony as provided in this subsection.

Notwithstanding [paragraph G \(./30-A/title30-Asec2691.html\)](#), appeal of a reconsidered decision must be made within 15 days after the decision on reconsideration or within the applicable time period under [section 4482-A \(./30-A/title30-Asec4482-A.html\)](#) if the final municipal review of the project is by a municipal administrative review board other than a board of appeals. [PL 2017, c. 241, §2 (AMD).]

G. Any party may take an appeal, within 45 days of the date of the vote on the original decision, to Superior Court from any order, relief or denial in accordance with the Maine Rules of Civil Procedure, Rule 80B. This time period may be extended by the court upon motion for good cause shown. The hearing before the Superior Court must be without a jury. [PL 1991, c. 234 (AMD).]

H. For purposes of this section, a decision of the board is a final decision when the project for which the approval of the board is requested has received all required municipal administrative approvals by the board, the planning board or municipal reviewing authority, a site plan or design review board, a historic preservation review board and any other review board created by municipal charter or ordinance. If the final municipal administrative review of the project is by a municipal administrative review board other than a board of appeals, the time for appeal is governed by [section 4482-A \(./30-A/title30-Asec4482-A.html\)](#). Any denial of the request for approval by the board of appeals is considered a final decision even if other municipal administrative approvals are required for the project and remain pending. A denial of the request for approval by the board of appeals must be appealed within 45 days of the date of the board's vote to deny or within 15 days of final action by the board on a reconsideration that results in a denial of the request. [PL 2017, c. 241, §3 (NEW).]

[PL 2017, c. 241, §§1-3 (AMD).]

4. Jurisdiction. Any municipality establishing a board of appeals may give the board the power to hear any appeal by any person, affected directly or indirectly, from any decision, order, regulation or failure to act of any officer, board, agency or other body when an appeal is necessary, proper or required. No board may assert jurisdiction over any matter unless the municipality has by charter or ordinance specified the precise subject matter that may be appealed to the board and the official or officials whose action or nonaction may be appealed to the board. Absent an express provision in a charter or ordinance that certain decisions of its code enforcement officer or board of appeals are only advisory or may not be appealed, a notice of violation or an enforcement order by a code enforcement officer under a land use ordinance is reviewable on appeal by the board of appeals and in turn by the Superior Court under the Maine Rules of Civil Procedure, Rule 80B. Any such decision that is not timely appealed is subject to the same preclusive effect as otherwise provided by law. Any board of appeals shall hear any appeal submitted to the board in accordance with [Title 28-A, section 1054 \(./28-A/title28-Asec1054.html\)](#).

[PL 2013, c. 144, §1 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§A24,C8,C10 (AMD). PL 1991, c. 234 (AMD). PL 2003, c. 635, §1 (AMD). PL 2013, c. 144, §1 (AMD). PL 2017, c. 241, §§1-3 (AMD).



Town of Oakland COMMUNICATIONS & SOCIAL MEDIA POLICY

SECTION 1 - PURPOSE

The purpose of this policy is to establish guidelines for the creation, use and distribution of public communications and social media as a means of informing the citizens of Oakland.

For purposes of this policy, communications and social media are understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, Blogs, YouTube, Twitter, and LinkedIn. For purposes of this policy, "comments" include information, articles, pictures, videos, or any other form of communicative content posed on a Town of Oakland social media site.

SECTION 2 - STATEMENT

The Town of Oakland has an overriding interest and expectation in deciding what is "spoken" on behalf of the Town regarding public and social media.

The chosen means of active communication between the Town and its citizens are local newspapers, electronic newsletters, electronic e-mails, postcards, postal correspondence, postal newsletter, local community posters, public meetings broadcasts, cable channel bulletin board, Facebook, and the Town website.

Content for announcements can be created by Town Officials, the Town Manager, Department Heads, or other town boards and committees. These announcements reflect matters and issues of common public interest and information that relates to the Town's functions, objectives, and mission.

The Council, Town Manager, or their designee will approve the content generated by any party other than that provided by town officials. If content is generated by any party other than town officials, it must meet the test of common public interest and must be nonpartisan and noncommercial.

SECTION 3 - GENERAL MANAGEMENT

1. The establishment and use by any Town department of the Town's public and social media are subject to approval by the Town Manager. The establishment and use by any Town committee of the Town's public and social media are subject to approval by the Council, Town Manager, or their designee.
2. Town communication and social media sites should make clear that they are maintained by the Town and that they follow the town's Communications & Social Media Policy.
3. Wherever possible, Town social media sites should link back to the official Town of Oakland website for forms, documents, online services, and other information necessary to conduct business with the town.

4. The Town Manager or his/her designee will monitor content on the Town communications and social media sites to ensure adherence to both the town's Communications & Social Media Policy and the interest and goals of the Town.
5. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Any content removed based on these guidelines must be retained by the Town Manager for a reasonable period of time, including the time, date, and identity of the person or organization posting, when available.
6. These guidelines shall be displayed to users and made available by hyperlink.
7. The Town will approach the use of communications and social media tools as consistently as possible, enterprise wide.
8. The Town website at <http://www.oaklandmaine.us> will remain the Town's primary and predominant Internet presence.
9. All Town public and social media communications and/or sites shall adhere to applicable federal, state, and local laws, regulations, and policies.
10. All Town public and social media communications and/or sites are subject to the Maine Freedom of Access Act. Any content maintained in a social media format that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
11. Comments on topics or issues not within the jurisdictional purview of the Town may be removed.
12. Employees representing the Town via public and/or social media communications must conduct themselves at all times as representatives of the Town in accordance with all Town policies.
13. When a Town employee responds to a comment in his/her capacity as a Town employee, he/she shall not share personal information about himself/herself or other Town employees.
14. This policy may be amended at any time by the Oakland Town Council.

SECTION 4 - CONTENT


As a public entity, the Town must abide by certain standards to serve all its constituents in a civil and unbiased manner.

1. Comments containing any of the following inappropriate forms of content shall not be permitted in or on any Town public and social media form of communications. Town sites are subject to removal and/or restriction by the Council, Town Manager, or their designee:
 - a. Comments not related to the original topic, including random or unintelligible comments.
 - b. Profane, obscene, violent, or pornographic content and or language.
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin.
 - d. Defamatory or personal attacks.
 - e. Threats to any person or organization.

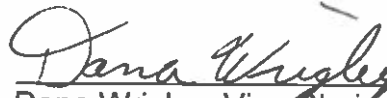
- f. Comments in support of or in opposition to any political campaigns or ballot measures.
 - g. Solicitation of commerce, including but not limited to advertising of any business product for sale.
 - h. Conduct in violation of any federal, state, or local law.
 - i. Encouragement of illegal activity.
 - j. Information that may tend to compromise the safety or security of the public or public systems.
 - k. Content that violates a legal ownership, such as copyright, or any party.
2. A comment posted by a member of the public on any Town public or media site is the opinion of the commentator or poster only and publication of a comment does not imply endorsement of, or agreement by, the Town, nor do such comments necessarily reflect the opinions or policies of the Town.
 3. The Town reserves the right to deny access to Town public or social media sites for any individual who violates Communications & Social Media Policy, at any time and without prior notice.
 4. All comments posted to any Town Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Town reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent that Facebook takes appropriate and reasonable responsive action.

Adopted by the Oakland Town Council this 13th day of January, 2016.

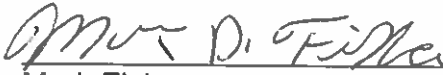
Town Council members:



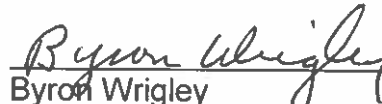
Michael Perkins, Chairperson



Dana Wrigley, Vice Chairperson



Mark Fisher



Byron Wrigley



Don Borman

Town of Oakland Social Media Policy

For Town Council Members and Employees

The Town of Oakland (the “Town”) may utilize social media technologies to enhance communication, collaboration, and the exchange of information with residents, businesses, and visitors, in accordance with guidelines and procedures established by the Town.

The Town recognizes that employees and elected officials may use social media in their personal capacity outside of work hours, and that such use is subject to certain constitutional and statutory protections. However, personal use of social media that undermines or interferes with the ability of the Town, its departments, or its employees to carry out their responsibilities may be subject to review and corrective action.

The purpose of this policy is to ensure that Town Council members and employees understand that their personal, off-duty use of social media may be reviewed where there is a clear connection between such use and their role with the Town.

Definition of Social Media

1. “Social media” refers to digital tools and platforms that enable users to create, share, and exchange content and participate in social networking. Examples include, but are not limited to:
 - Social networking sites (e.g., Facebook, LinkedIn), Microblogging platforms (e.g., X/Twitter), Video-sharing platforms (e.g., YouTube), Blogs, wikis, and online forums
2. “Personal social media” means social media accounts and pages created and operated by individual Council Members and Employees, which are not authorized or directly regulated by the Town.
3. “Town social media” means the official social media accounts and pages operated by Town employees pursuant to those Employee’s job duties with the Town, and which are used to communicate messages from the Town to members of the public.

Use of Town-Owned Equipment and Systems

Employees and officials have no expectation of privacy when using any Town-provided systems, devices, or resources, or any systems or devices for which the Town provides reimbursement. The Town reserves the right to monitor, search, access, inspect, and review all information on such systems or devices.

This includes the use of personal social media during work hours (e.g., accessing personal accounts such as Facebook or other platforms using Town or personal devices while on duty). Any such use must:

- Be incidental in nature
- Not interfere with job responsibilities
- Comply with other Town policies

Excessive personal use of social media during work hours is strictly prohibited.

Personal Use of Social Media Outside of Work

A. Personal social media accounts must remain clearly separate from official Town social media and must be established using personal contact information, stating full name, first and last. (not Town-issued email addresses).

B. Employees and Council members are prohibited from purporting to speak on behalf of the Town while using personal social media, or from engaging in any conduct on personal social media pages which suggests that the personal social media page is a Town social media account, or is endorsed by the Town or any individual Town official or employee.

C. If, on a personal social media page, an employee individual identifies themselves as a Town of Oakland employee or official, or could reasonably be perceived as such, they should include a disclaimer such as:

“The views expressed are my own and do not represent the Town of Oakland.”

D. Confidential or sensitive Town information must never be disclosed.

Workplace Standards and Conduct

All existing Town policies—including those related to harassment, discrimination, confidentiality, ethics, code of conduct, and workplace violence—apply to social media use, whether on-duty or off-duty where applicable.

Employee Rights

This policy is not intended to interfere with or limit any rights afforded to employees under applicable labor laws, including those related to collective bargaining or protected speech.