

Town Council Meeting Agenda

Wednesday March 16th, 2020

6:00 PM

Cascade Room in the Police Department

Business Agenda:

1. Consider approving the renewal of a liquor license and special amusement permit for the Waterville Country Club.
2. To approve members of the Oakland Emergency Task force.
3. To consider authorizing the task force committee to make emergency decisions regarding public health, public welfare and municipal operations during the event of COVID-19.
4. Report from the Town Manager
5. Report from the Fire Chief
6. Report from the Police Chief
7. To consider releasing emergency funds as needed up to \$10,000.

Managers' Report:

Executive Session:

Oakland Emergency Task Force Committee

Mission:

It is the mission of the Oakland Emergency Task Force Committee to learn of emergent situations and to function as a neutral body that can make decisions to effectively protect the health and welfare of our public and employees. To develop emergency protocols, develop public communication strategies and to implement those strategies. This committee will keep the Oakland Town Council apprised of new developments of potential critical events.

Committee members:

1. Fire Chief David Coughlin
2. Police Chief Michael Tracy
3. Town Manager Gary Bowman
4. Deputy Town Manager Janice Porter
5. Council member David Groder

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Janice Porter
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To the Residents of Oakland,

March 19, 2020

The Town of Oakland has been monitoring the COVID-19 virus and its potential impact on our community. After serious consideration, we will be adjusting our municipal operations. These adjustments will be evaluated on an ongoing basis and changes will be made as information and circumstances change. Our goal is to ensure the safety of our employees and our residents. We apologize for the inconveniences. It is critical that we maintain a healthy work environment for our first responders so that they can continue to serve and protect our community.

The following measures will be implemented as of Thursday, March 19th until April 2nd.

If circumstances warrant, this time period will be adjusted:

Code Enforcement- Those wishing to get building permits or who have questions regarding projects should call the Code Enforcement Office at 465-2842. We will be processing as much as possible via phone, email and regular mail

General Assistance/Welfare- Persons seeking general assistance should call the Town Office at 465-7357 and we will process applications over the phone.

Library- All programs are cancelled, and the Library is closed to the public. Staff will still be working and scheduled pick-ups and drop offs for books, etc. can be arranged by calling 465-7533.

Public Safety- Access to the Fire Station will be closed to all except emergency needs. If you have a non-emergency request such as a burn permit, you can call the Fire Department at 465-2631. Access to the Police Station is allowed only in the front lobby during normal business hours and only for business that cannot be handled over the phone. Emergency needs for both Police and Fire/Rescue should be treated as normal by calling 911 for assistance.

Public Works- Public Works personnel will continue to work however there will be no public access to the Town Garage, Persons with road concerns or questions should call the Public Works Garage at 465-4732 or the Town Office at 465-7357.

Transfer Station- The recycling building will be closed. Normal household trash is still accepted. Bulky waste will be accepted, but there will be no public admittance into the scale house, an attendant will come outside to greet you. The business hours will remain the same.

Town Office- The town Office will be closed to the public. The staff will be working and actively responding to call and e-mails during our normal business hours. The Town Office can be reached at 465-7357 or gbowman@oaklandmaine.us. We will do our best to provide the services that you require.

Best Regards,


Gary Bowman
Town Manager

Proposed Changes to Municipal Operations for the Monday 03/20

Town Office:

-Limited service:

1. Close the Town Office.
2. Stay fully staffed to answer phones to direct customers how to obtain service online.
 - a. Utilize staff for other responsibilities such as answering phones and taking names for the RU or volunteer program.
 - b. Assist over the phone for taxes, permits, GA program and help using existing online registration programs (rapid renewal).

Library:

-Close library for 2 weeks with the option to close longer if needed.

1. Keep fully staffed to catch up on organizing and cleaning the library.

Transfer Station:

-Provide a limited service of MSW only.

-Close recycling building

-Do not allow people other than staff members access to the scale house.

-Practice Social Distancing.

Public Works Department/Environmental Services/Buildings and Grounds:

-Normal operations

- a. Practice social distancing
- b. Minimize contact with our public to phone calls

Fire Department: -Chief David Coughlin

Police Department: -Chief Micheal Tracy

Parks and Recreation Department: -Eric Seekins

Public Meetings including all Committee Meetings:

-No meetings for the next two weeks. This may be extended as needed.