



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

OAKLAND TOWN COUNCIL AGENDA

June 12, 2024

6:00 pm

Fire Station – Atlantic Room

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from May 22 & 29, 2024, and signing the weekly payables warrant.
- V. Business Agenda:
 1. Order # 79-2024 - Liquor License Renewals & Special Amusement Permits
 2. Order # 80-2024 - Boyd Snowden, 2024-2025 Sewer Budget
 3. Order # 81-2024 - Nicole Stenberg – Certified Ratio and Values
 4. Order # 82-2024 - Discussion of Live Broadcast of Council Meetings
 5. Order # 83-2024 - Update on Crosswalks
 6. Order # 84-2024 - Acceptance of funds from Maine Community Foundation for Memorial Hall retaining wall.
 7. Order # 85-2024 - Acceptance of Building & Grounds vehicle bid for FY 25

Other Business: (If Necessary)

VI. Executive Session: Personnel Matters, 1 MRSA § 405(6)(a)

Adjournment

Upcoming Meetings/Events:

- 6/13/24 – Transfer Station Committee Meeting 4:00 p.m.
- 6/15/24 – Memorial Hall Tea Party Fundraiser 2:00 p.m.
- 6/17/24 – Memorial Hall Committee Meeting 4:00 p.m.
- 6/26/24 – Council Meeting 6:00 p.m.
- 6/27/24 – Downtown TIF Meeting 3:00 p.m.

OAKLAND TOWN COUNCIL MINUTES

May 22, 2024

I. The meeting was called to order at 6:00 pm.

II. Pledge of Allegiance

III. Roll Call

Council members present:	Michael Perkins	Dana Wrigley
Robert Nutting	David Groder	Donald Borman

Others: Kelly Pinney-Michaud, Town Manager	Janice Porter, Town Clerk
Kathleen Paradis, Deputy Town Clerk	Abby Marshall, IT
Eric Seekins, Recreation Director	Jon Cox
Jennifer Seekins	Ray Gruber
Lisa Barney	Joe Barney

IV. Moved, seconded, and voted 5-0 to approve minutes of the Town Meeting on May 7 and Council Meeting minutes from May 8, 2024, and signing the weekly payables warrant.

V. Business Agenda:

1. Moved by Dana Wrigley seconded by Michael Perkins and voted 5-0 approving Order 75-2024-Pressey House B & B Liquor License and Special Amusement Permit.
2. Moved by Robert Nutting seconded by Donald Borman and voted 5-0 approving Order 76-2024- Bids for 2024-25 Equipment & Vehicles as follows:

B&G Z Turn Mower	Central Maine Equipment	\$ 5,945.00
Police Rifles	Clyde Armory Inc.	\$ 18,436.55
Police Suppressors	Clyde Armory Inc.	\$ 9,647.00
Police Vehicle-Dodge	Quirk Auto	\$170,159.00
Paving	Roundy's Paving	\$229,014.00
3. Order 77-2024 –2024-2025- Paving Bids – Included in above motion.
4. Order 78-2024 – Council Chairperson signed the Audit Commitment Letter

Other Business:

CPR Classes - Town Manager reported that eleven (11) town employees have recently completed their CPR Certification.

Stabilization Grant - Moved by Dana Wrigley seconded by Robert Nutting and voted 4-0-1 (David Groder abstained) to approve the Maine EMS Stabilization Grant in the amount of \$50,000, from the Maine Dept of Public Safety, for the purchase of a used walk-in rescue unit. The unit would be capable of transporting patients if the need arises in the future. Greenwood Fire Apparatus has a truck on hold that will be available for us to view next week.

Public Protection Classification (PPC) Report – Upon review of Oakland the’ new classification is Class 3 within five (5) miles of the Fire Station. The classification puts Oakland in the top 10% of Fire Departments nationally. Effective September 1, 2024, this rating could help lower property insurance premiums.

Fairfield Street Traffic Pattern - The Manager reported that the new traffic pattern on Fairfield Street will have a four (4) way stop at the bottom of the hill on Fairfield Street, intersection of Gagnon and County Road, effective June 3, 2024.

Fairfield Street Park Property – The Manager informed Council that two members of the ATV Club have volunteered to “clean up” the property from tires and scrap left behind from previous owner operation. It was determined that the tires will be the first items removed and disposed of at the Transfer Station. Council members asked that the Town Manager seek guidance from MMA regarding the volunteer(s) project, having a binding document and determining if any liability the town might have.

- VI. Moved by Dana Wrigley seconded by Robert Nutting and voted 5-0 to enter Executive Session: Personnel Matters, 1 MRSA § 405(6)(a) at 6:25 pm. Moved by Dana Wrigley seconded by Robert Nutting and voted 5-0 to come out of executive session at 6:47 pm with no votes taken.
- VII. Moved by Michael Perkins seconded by Dana Wrigley and voted 5-0 to enter Executive Session: Acquisition of Real Property or Economic Development, 1 MRSA § 405(6)(c) at 6:48 pm. Moved by Michael Perkins seconded by Dana Wrigley and voted 5-0 to come out of executive session at 7:00 pm with no votes taken.

Adjournment – Moved by David Groder seconded by Robert Nutting and voted 5-0 to adjourn at 7:01 pm.



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OAKLAND TOWN COUNCIL MEETING -MINUTES
May 29, 2024 4:30pm Fire Station – Atlantic Room

- I. Call to Order AT 4:30 P.M
- II. Pledge of Allegiance
- III. Attendance: David Allen, Darryl Beltz, Dennis Emidy, Ray Watson, Ed Roderick, Maurice Anderson, Joyce Anderson, Lisa Barney, Joe Barney, Shawn Nava, Shawn Anderson, Council Members: Dana Wrigley, Bob Nutting, Dave Groder and Mike Perkins -Absent Don Borman
- IV. Roll Call
- V. MDOT Discussion on 4-way stop on Fairfield Street/County Road/Gagnon Road - The representatives from MDOT answered questions and provided data and statistics on the need of a 4-way stop.

Adjournment -Dana Wrigley motion to adjourn, Dave Groder seconded – 5:35 p.m

ENVIRONMENTAL SERVICES FY 25 PROPOSED EXPENSE BUDGET

	2022 Actual	2023 Actual	Expense 2024 Budget	THRU 6/4/2024 2024 YTD	2025 PROPOSED	
Dept/Div: 5-48 SEWER TREATMENT PLANT / CONTRACTUAL SERVICES						
						NOTES
1-210 CLERICAL WAGES	2,131.00	2,432.00	2,554.00	2,554.00	2,954	KP
1-290 SUPERINTNENDENT'S SALARY	67,465.25	70,481.28	80,044.00	73,887.36	84,945	3% COLA = \$2401.32 + \$2500.00
1-300 LABORER (SUMMER INTERN)	0.00	0.00	0.00	2,650.75	7,500	Summer Engineering Intern
1-700 OVERTIME	3,812.94	3,870.00	13,000.00	5,852.35	9,000	3% COLA = \$390.00
1-800 FRINGE BENEFITS	14,772.34	15,522.43	17,981.00	16,752.94	19,209	Fica/medi/benefits
2-150 HEATING FUEL	1,976.05	3,620.44	3,500.00	2,059.91	3,500	Same as previous FY budget
2-200 TELEPHONE & INTERNET	1,330.15	1,552.82	2,160.00	1,720.09	2,800	Increase due to anticipated \$
2-225 REMOTE ALARM MANAGEMENT	0.00	2,349.60	3,000.00	2,385.60	2,500	Reduce due to anticipated \$
2-250 ELECTRICITY	51,488.67	32,217.03	32,000.00	27,280.77	34,000	Increase due to anticipated \$
2-300 SEWER AND WATER	1,325.91	1,331.17	2,000.00	1,243.33	1,500	Reduce to reflect actual ant. \$
2-500 INSURANCE	4,896.09	6,000.00	6,500.00	6,692.46	7,200	Increase due to anticipated \$
2-650 VEHICLE MAINTENANCE	0.00	232.34	500.00	277.34	600	Increase due to anticipated \$
2-660 MAIN PS EQUIPM. & REPAIR	0.00	24,122.79	10,000.00	8,294.11	50,000	See planned work narrative
2-670 KMD PUMP STATION REPAIRS	0.00	2,004.32	2,000.00	0.00	1,000	Reduce due to anticipated \$
2-680 LIBBY HILL PS REPAIRS	0.00	0.00	2,500.00	8138.96	12,000	Increase, pump, backup electrical
2-750 BUILDING MAINTENANCE	15,110.61	2,557.65	2,100.00	3,370.65	5,000	planned pump pit ventilation maint.
2-760 ADMINISTRATION	3,286.89	0.00	0.00	0.00	0	Same as previous FY budget
2-770 KMD SEWERAGE CHARGES	11,690.92	14,962.13	19,000.00	13,019.30	19,000	Same as previous FY budget
2-790 WEBB ROAD SEWERAGE CHARGES	127,144.00	114,088.00	181,000.00	159,796.00	176,500	Increase due to anticipated \$
2-900 TRAINING	250.00	300.00	500.00	480.00	500	Same as previous FY budget
2-940 WATER COMPANY READINGS	5,448.60	5,491.80	6,100.00	5,520.60	6,100	Same as previous FY budget
2-950 AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	2,000	Same as previous FY budget
3-050 OFFICE SUPPLIES	694.92	836.47	1,000.00	1,153.37	1,000	Same as previous FY budget
3-150 POSTAGE	0.00	3,259.18	4,000.00	3,998.10	4,525	Increase due to anticipated \$
3-200 GASOLINE	969.66	780.66	1,300.00	1,430.82	1,500	Increase due to anticipated \$
3-450 WEARING APPAREL	0.00	0.00	0.00	439.76	525	For super., safety gear for intern
3-810 SUPPLIES, PARTS FOR PLANT	3,433.97	594.78	0.00	281.62	500	Increase due to anticipated \$
4-405 GIS MAPPING & ASSET MANAG/FINANCIAL	2,500.00	2,500.00	2,500.00	0.00	5,000	Asset/fin. Manage annual fee
4-550 SYSTEM IMPROVEMENTS	82,624.85	7,823.76	35,500.00	8,837.75	0.00	
4-552 SYSTEM MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	30,000	See planned work narrative
4-560 SYSTEM CLEANING	0.00	24,844.45	15,000.00	20,497.40	20,000	Increase due to anticipated \$
4-585 USDA BOND	136,580.00	136,580.00	136,580.00	136,580.00	136,580	Same as previous FY budget
5-810 SEWER ABATEMENTS	0.00	704.45	2,000.00	936.86	1,000	Reduce due to anticipated \$
	540,932.82	483,059.55	586,319.00	518,132.20	648,438	

ENVIRONMENTAL SERVICES FY 25 PROPOSED REVENUE BUDGET

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 PROPOSED
5113 INTEREST ON USER FEES	4,438.29	3,303.01	4,700.00	16,170.25	4,700
XXXX MMA REIMBURSEMENT				0.00	3,500
5491 LIEN COLLECTION	3,162.84	3,079.93	3,800.00	2,884.56	3,000
5501 INVESTMENT INCOME	542.24	9,515.77	10,000.00	5,309.24	10,000
5690 SEWER BILLING	540,919.54	551,938.29	552,000.00	531,212.54	579,600
5720 UNAPPROP. SURPLUS BUDGETED	0.00	0.00	15,819.00	0.00	17,638
XXXX ARPA CONTRIBUTION BUDGETED	0.00	0.00	0.00	0.00	30,000
	549,063	567,837	586,319	555,577	648,438

ENVIRONMENTAL SERVICES BUDGET NARRATIVE

1-210 CLERICAL WAGES	See Budget Sheet
1-290 SUPERINTENDENT'S SALARY	See Budget Sheet
1-700 OVERTIME	See Budget Sheet
1-800 FRINGE BENEFITS	See Budget Sheet
2-150 HEATING FUEL	Remain same as FY 23/24
2-200 TELEPHONE & INTERNET	\$640 increase to account for tablet, intern cell coverage
2-225 REMOTE ALARM MANAGEMENT	\$500 reduction to reflect actual expense anticipated
2-250 ELECTRICITY	\$2,000 increase to reflect actual expense anticipated
2-300 SEWER AND WATER	\$500 reduction to reflect actual expense anticipated
2-500 INSURANCE	\$700 increase to reflect actual expense anticipated
2-650 VEHICLE MAINTENANCE	\$100 increase to reflect actual expense anticipated
2-660 MAIN PS EQUIPM. & REPAIR	See Main PS Work Narrative
2-670 KMD PUMP STATION REPAIRS	\$1,000 reduction to reflect actual expense anticipated
2-680 LIBBY HILL PS REPAIRS	\$1,000 increase to reflect pump replacement
2-750 BUILDING MAINTENANCE	\$ 2,900 increase for chemical air sensors maint. at Main PS
2-760 ADMINISTRATION	Remain same as FY 23/24
2-770 KMD SEWERAGE CHARGES	Remain same as FY 23/24
2-790 WEBB ROAD SEWERAGE CHARGES	\$4,000 increase to reflect actual expense anticipated
2-900 TRAINING	Remain same as FY 23/24
2-940 WATER COMPANY READINGS	Remain same as FY 23/24
2-950 AUDIT	Remain same as FY 23/24
3-050 OFFICE SUPPLIES	Remain same as FY 23/24
3-150 POSTAGE	\$525 increase to reflect actual expense anticipated
3-200 GASOLINE	\$200 increase to reflect actual expense anticipated
3-810 SUPPLIES, PARTS FOR PLANT	\$ 500 increase to reflect actual expense anticipated
3-450 WEARING APPARELL	\$525 increase for clothing allowance for Supt, safety gear for intern
4-405 GIS MAPPING FEE	\$2,500 increase for asset management/financial software.
	GIS mapping fee paid by Town GIS account
4-550 SYSTEM IMPROVEMENTS	\$35,500 reduction (create new line item, which accounts for previous \$)
4-552 SYSTEM MAINTENANCE & REPAIRS	\$30,000 increase (new line item, historically this work covered under Item 550)
4-560 SYSTEM CLEANING AND	\$ 5,000 increase to reflect actual expense anticipated
4-585 USDA BOND	Remain same as FY 23/24
5-810 SEWER ABATEMENTS	Decrease by \$1,000 to reflect actual expense anticipated

***Main Pump Station Planned Work Narrative
for FY 2024-2025***

- 1 Install modulating valve in pump pit for IE tanks 4 & 5 to allow for remote operation during high flow/and to reduce # of entrances into confined space area - Est. \$ 20,000
- 2 Replace pump bowls for Pump P-102 - Est. \$20,000
- 3 Pump system install into Tank IE 1 to pump out solids - Est. \$ 10,000

***System Maintenance & Repairs Planned Work
for FY 2024-2025***

- 1 Webb Road Siphon cleaning - Est. \$10,000
- 2 SL-RATT acoustical system equipment rental - Est. \$ 5,500
- 3 Fiberglass Repairs - Est. 5,000
- 4 Root treatment - Est. 5,000
- 5 Misc. system work - Est. \$ 4,500

Main Pump Station Non-Revenue Water Calculations for Sanitary Sewer System

		2021				
		<i>Total Precip. (inches)</i>	<i>Total Flow (gallons)</i>	<i>Average Daily Flow (gpd)</i>	<i>Maine Water Meters (100 cubic feet)</i>	<i>Quarterly % of Non-Revenue Water to Total PS flow</i>
These readings are for the quarter they represent, for instance the January readings of 12,219 is for the 1st quarter of 2021 period						
January		1.60	9,697,784	312,832	12,219	62.4%
February		2.03	5,265,500	188,054		
March		1.79	9,343,259	301,395		
April		3.50	10,944,105	364,804	12,250	63.4%
May		2.05	9,273,379	299,141		
June	49,369,675	1.88	4,845,648	161,522		
July		7.76	6,297,343	203,140	12,116	58.7%
August		3.83	6,790,422	219,046		
September		7.25	8,833,705	294,457		
October		3.85	7,605,511	271,625	11,541	68.6%
November	49,445,459	2.78	10,437,711	372,775		
December		1.67	9,480,767	338,599		
<i>Total Annual Precip</i>		<i>39.99</i>				
<i>Note, these flow totals do not include KMD meter flows, just main pump station</i>						
Total Annual Flow (gallons)			<i>98,815,134</i>		<i>35,998,248</i>	
Flow determined from Water Company meters			<i>35,998,248</i>			
Net Flow esimated to be "Non-Revenue water"			<i>62,816,886</i>			
Waterville Sewer District Treatment Cost for Non-Revenue water			<i>\$ 77,811.28</i>			
Percent Non-revenue water/total volume pumped			<i>63.57%</i>			
Total hours pumped for NR water(assume large pump at 550 gpm)			<i>1,904</i>			

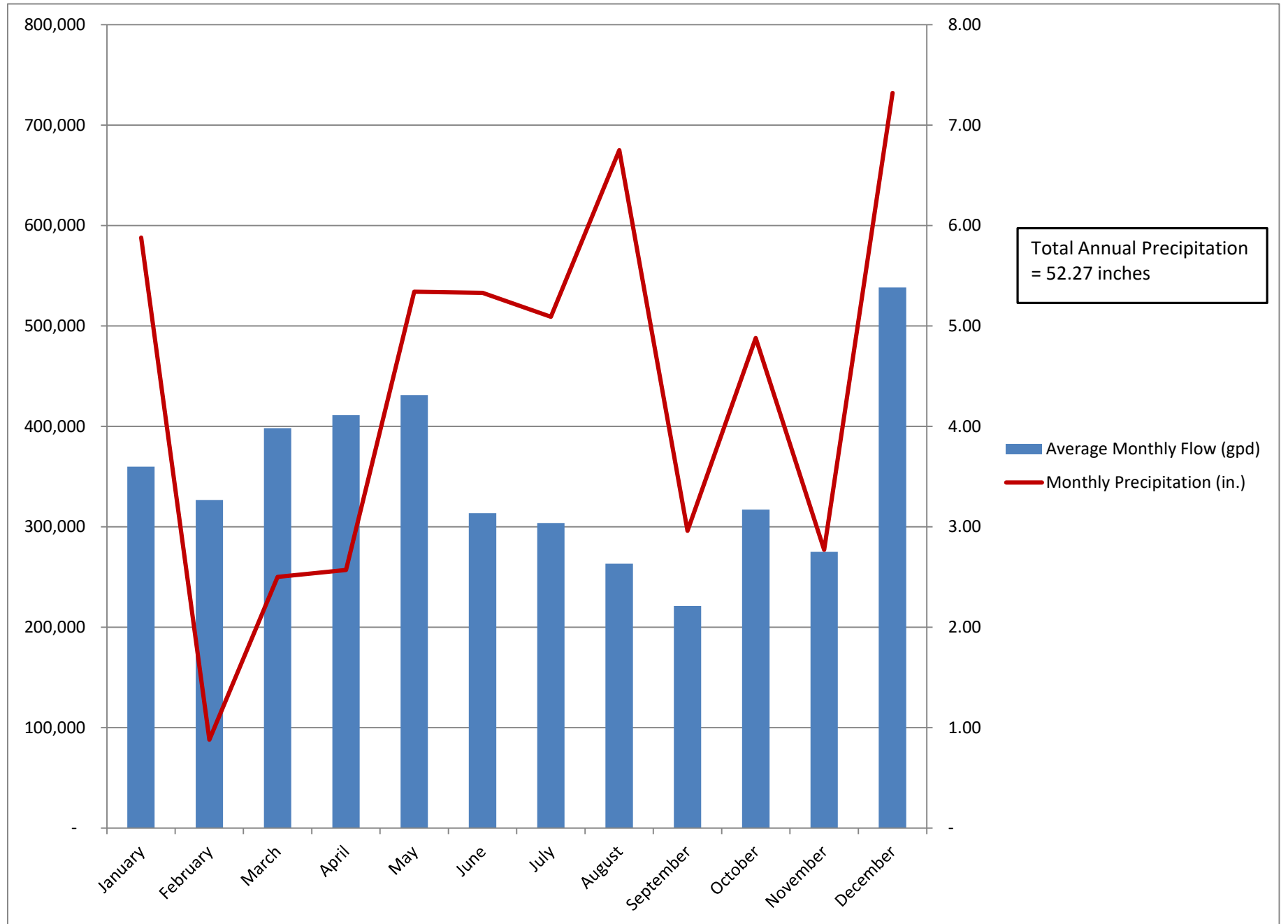
Main Pump Station Clean Water Calculations for Sanitary Sewer System

				2022				
				<i>Total Precip. (inches)</i>	<i>Total Flow (gallons)</i>	<i>Average Daily Flow (gpd)</i>	<i>Maine Water Meters (100 cubic feet)</i>	<i>Quarterly % of Non-Revenue Water to Total PS flow</i>
These readings are for the quarter they represent, for instance the January readings of 12,356 is for the 1st quarter of 2022 period								
January				1.02	6,972,090	224,906	12,356	67.3%
February				2.82	7,782,079	277,931		
March	28,287,309			3.14	13,533,140	436,553		
April				4.62	13,769,246	458,975	12,712	68.6%
May				2.01	9,783,375	315,593		
June	30,259,202	58,546,511		3.61	6,706,581	223,553		
July				2.79	4,516,466	145,692	13,349	18.1%
August				1.50	3,557,690	114,764		
September	12,193,034			5.49	4,118,878	137,296		
October				5.64	6,605,359	235,906	11,928	68.1%
November				3.84	8,200,028	292,858		
December	27,940,670	40,133,704		5.63	13,135,283	469,117		
Total Annual Precip				42.11				
<i>Note, these flow totals do not include KMD meter flows, just main pump station</i>						3,333,144	277,762.03	
Total Annual Flow (gallons)					98,680,215		37,658,060	
Flow determined from Water Company meters					37,658,060			
Net Flow esimated to be "Non-Revenue water"					61,022,155			
Waterville Sewer District Treatment Cost for Non-Revenue water					\$ 67,815.14			
Percent Non-revenue water/total volume pumped					61.84%			
Total hours pumped for NR water(assume large pump at 550 gpm)					1,849			

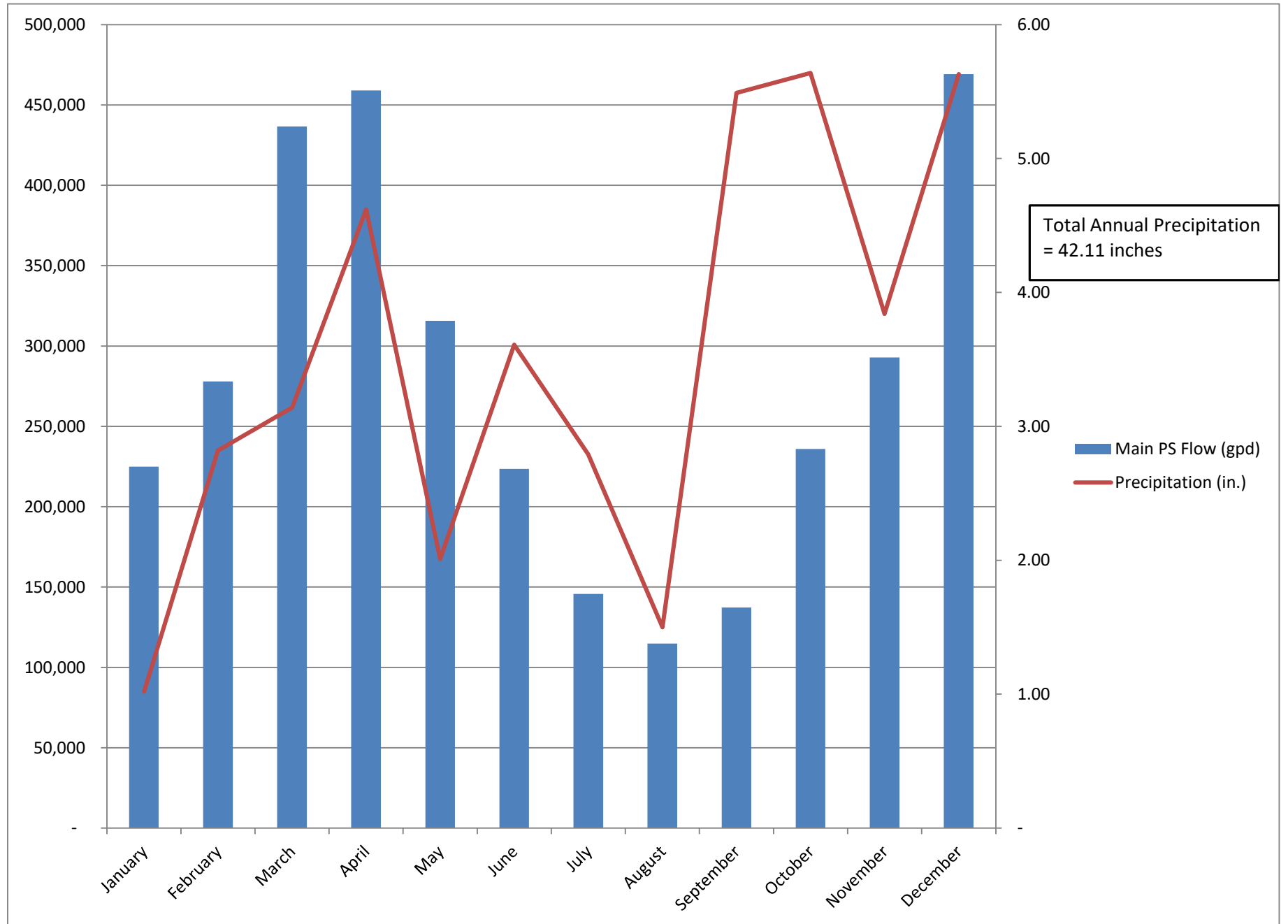
Main Pump Station Clean Water Calculations for Sanitary Sewer System

			2023				
			<i>Total Precip. (inches)</i>	<i>Total Flow (gallons)</i>	<i>Average Daily Flow (gpd)</i>	<i>Maine Water Meters (100 cubic feet)</i>	<i>Quarterly % of Non-Revenue Water to Total PS flow</i>
These readings are for the quarter they represent, for instance the January readings of 12,179 is for the 1st quarter of 2023 period							
January			5.88	11,156,966	359,902	12,179	72.1%
February			0.88	9,149,923	326,783		
March	32,651,363	32,651,363	2.50	12,344,474	398,209		
April			2.57	12,333,420	411,114	12,007	74.4%
May			5.34	13,364,309	431,107		
June	35,101,440	67,752,803	5.33	9,403,711	313,457		
July			5.09	9,417,705	303,797	11,542	64.3%
August			6.75	8,158,683	263,183		
September	24,212,191	91,964,994	2.96	6,635,803	221,193		
October			4.88	8,876,092	317,003	12,397	70.7%
November			2.77	7,699,962	274,999		
December	31,644,066		7.32	15,068,012	538,143		
<i>Total Annual Precip</i>			<i>52.27</i>				
<i>Note, these flow totals do not include KMD meter flows, just main pump station</i>							
Total Annual Flow (gallons)				<i>123,609,060</i>		<i>35,997,500</i>	
Flow determined from Water Company meters				<i>35,997,500</i>			
Net Flow esimated to be "Non-Revenue water"				<i>87,611,560</i>			
Waterville Sewer District Treatment Cost for Non-Revenue water				<i>\$ 94,340.13</i>			
Percent Non-revenue water/total volume pumped				<i>70.88%</i>			
Total hours pumped for NR water(assume large pump at 550 gpm)				<i>2,655</i>			

2023 Annual Flow Chart
Monthly Precip vs. Main PS FLOW



2022 Annual Flow Chart
Monthly Precip vs. Main PS FLOW



Main Pump Station Comparison

Year	Precipitation (in.)	Main PS total pumped (gallons/year)	Main PS Total Cust. Usage (gallons/year)	Percentage Clean
2015	41.1	99,418,383	38,872,812	60.9%
2016	38.39	87,991,441	39,193,704	55.5%
2017	44.47	99,265,814	40,160,120	59.5%
2018	41.18	94,063,166	37,549,600	60.1%
2019	45	106,750,359	37,275,832	65.1%
2020	42.62	96,370,363	36,988,600	61.6%
2021	39.99	98,815,134	35,998,248	63.6%
2022	42.11	98,680,215	37,658,060	61.8%
2023	52.27	123,609,060	35,997,500	70.9%

Combined Annual Customer Usage

2015	42,334,556
2016	43,201,488
2017	44,074,404
2018	41,851,348
2019	41,429,476
2020	40,346,372
2021	39,791,356
2022	42,505,100
2023	40,958,984



Maine

Community Foundation

Bringing people and resources
together to build a better Maine.

May 30, 2024

Michelle Fontaine, Grant Writer
Town of Oakland
PO Box 187
Oakland, ME 04963

Dear Michelle,

Congratulations! We're pleased to let you know that Town of Oakland is receiving a grant from one of our grant programs. Here are the details:


Grant Program	Community Building 2024
Recommended by	Community Building 2024 Advisors
Grant Amount	\$10,000.00
Grant Purpose	to create a secure retaining wall for the Memorial Hall which is used as a dance studio and community meeting hall
Grant Period	One year from the date on this letter
Grant Report	Submit in online system by June 1, 2025
Fund Name	Amount
Kennebec County Fund	\$10,000.00

By accepting the enclosed check # 101775 your organization agrees to spend the funds for the purpose stated above during the grant period. If you need to make a change, please contact us at grantproposals@mainecf.org.

We encourage you to publicize your grant and appreciate you highlighting the support in your publications and/or on your website. Media tips can be found on our website—hover on "Grants" on the green banner and click on "Help for Grant Recipients" or use the QR code below and scroll down to the bottom of the page. We may also publicize your grant on our website, social media, and publications. If you do not want your grant or organization featured, please let us know.

If you have any questions, please reach out to me at scesario@mainecf.org or (207) 412-0824. Thanks for partnering with us to build a better Maine!

Sincerely,


Stephanie Cesario
Community Partner

Enclosure



Media Tips!

Building & Grounds FY25 Vehicle Bid

CENTRAL MAINE MOTORS

2024 RAM 2500 PROMASTER HIGH ROOF - \$56,890

UPFIT – SHELIVING - \$6,950.00

DISCOUNT - \$1,541

Front Wheel Drive

TOTAL \$62,299

QUIRK FORD

2024 FORD TRANSIT CARGO VAN (FX6) - \$61,600

UPFIT – SHELIVING - \$5,971.97

All Wheel Drive

TOTAL \$67,571.97

QUIRK FORD

2024 FORD TRANSIT CARGO VAN (FX6) - \$60,188.69

UPFIT – SHELIVING - \$3,358.00

Discount - \$2,138

All Wheel Drive

TOTAL \$61,408.69
