



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

OAKLAND TOWN COUNCIL AGENDA

5/14/25

6:00 pm

OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from April 23, 2025, May 6, 2025 Town Meeting Minutes and signing the weekly payables warrant.
- V. Business Agenda:

**New Business:**

1. Order – 80-2425 – Oakland Police -Body Cameras
2. Order – 81-2425 - 2025 Award Paving Bid
3. Order – 82-2425 – .gov Domain Migration Update
4. Order - 83-2425 – Safety Committee -Safety Committee 2<sup>nd</sup> reading
5. Order – 84-2425 – Summer Schedule (7/30, 8/20)
6. Order – 85-2425 - ATV Park -N- Ride
7. Order – 86-2425 – Solar Ordinance 1<sup>st</sup> reading

**Old Business:**

**Manager Updates (if any)**

- \*Turtle sign update
- \* Securing Dangerous Buildings

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

**Adjournment**

**Upcoming Meetings:**

Thursday, May 15 – ATV Committee Meeting 4:00 pm Oakland Police Station  
Wednesday, May 28 – Town Council Meeting 6:00 p.m. Oakland Fire Station  
Thursday, May 29 – Sewer Budget - 6:00 p.m. Oakland Police Station

**TOWN COUNCIL MEETING MINUTES**  
**APRIL 23<sup>RD</sup> 2025**

**Council Members Present:**

Mike Perkins, Chairman  
Dana Wrigley Vice Chairman

David Groder  
Kelly Roderick

**Others Present:**

Kelly Pinney-Michaud, Town Manager  
Nathan Smart, Code Enforcement Officer  
Sheila Thorne, Library Director  
Jeffrey Flye, American Legion  
Patrick Linehan, American Legion  
Michelle Fontaine  
Jon Cox  
Donald Borman

Kathleen Paradis, Town Clerk  
Abigail Marshall, IT  
Boyd Snowden, Town Engineer  
Wally McKenney, American Legion  
Stacey Linehan, American Legion  
Janet Lund  
Cindy Reese

The meeting was called to order by the Council Chair Michael Perkins and led those present in the reciting of the Pledge of Allegiance.

1. **Roll Call:** Roll call was taken four council members present. Absent Robert Nutting.
2. **To consider approving the minutes of April 9<sup>th</sup>, 2025, meeting:** It was moved by Dana Wrigley, seconded by Kelly Roderick, and voted 4-0 to accept the minutes of the April 9th, 2025, meeting.

**Business Agenda:**

1. **Oakland American Legion:** Jeffrey Flye Commander of the Oakland Decker Simmons American Legion wanted to thank the Town of Oakland for their generous support of the Memorial Day parade. He stated they will continue with supporting town events such as Oakfest. The commander then read a proclamation of appreciation and presented Dana Wrigley with the honor of being Grand Marshall of the Memorial Day Parade which will start at 12:00 p.m. on Monday, May 26, 2025.

2. **Oakfest:** Kathy Paradis asked the council if Main Street could shut down at 2:30pm on Friday July 25<sup>th</sup> to set up for Oakfest 2025. She also asked if the noise ordinance could be extended until 11:00pm so the band could play. It was moved by Dana Wrigley seconded by David Groder and voted 4-0 to approve closing Main Street and extending the noise ordinance.

3. **Dangerous Building:** Nathan Smart Code Enforcement Officer spoke to the council regarding 211 Oak Street, which is vacant. This would be the Blanchard resident. Ms. Blanchard was mailed a letter on 4/17/2025 regarding the condition of the house. There are no doors or windows, holes in the roof. Nathan wanted to let the council know of his procedures and how they would like him to proceed in this matter. It was mentioned that the Rackliff house on Smithfield Road 5 years ago the town boarded it up. Dana Wrigley asked if there were any signs on the house? Kelly Roderick inquired if we are liable if we board up the building? Nate Smart will proceed with checking with the Town Attorney on this matter.

4. **Sign Sewer Commitment:** The Sewer Commitment for the January-April 2025 sewer bills totaling \$136,361.30, was signed by all four councilors present.

**5. Safety Committee:** Kelly Pinney Michaud informed the council that we will be implementing a Safety Committee for town related injuries. She also stated that employees will be educated on safety procedures. There will be an Employee Report as well as a Supervisor Report that will need to be completed on every accident. Dana Wrigley suggested that we keep the names of all employees present at the time of an accident. He also stated that the town or present supervisor should make sure that all PPE is being used, i.e., Safety glasses, etc. The town gets a discount on Workers Compensation and Casualty Insurance when a Safety Committee is actively working on safe working conditions for employees. The first meeting is Scheduled for May 1<sup>st</sup>, 2025.

**6. Monday June 30 -** Kelly Pinney-Michaud asked the council if the Town Office could close at 3:00pm on June 30<sup>th</sup> as this is year end and all fiscal and state reports need to be done before 11:59 p.m on June 30<sup>th</sup>. It was motioned by Dana Wrigley and seconded by David Groder and voted 4-0 to close the Town Office at 3:00pm on June 30<sup>th</sup> to be able to complete end of year tasks.

**Old Business: Cascade Mill Property.** The Town Manager gave an update of the building. She stated that KVCOG had some clean up money that we could access. We would need permission to enter the property by the owner. The town had liens on the property for 5 years, than there were no liens until 2019 when the liens started up again. Don Borman stated that the owner Jerry Tipper is retired and no longer lives in Oakland. Mr. Tipper believes that he gave the Town of Oakland the property in lieu of taxes. Mr. Tipper would be the Owner of record on the tax maps.

**New Business: Library Grant:** Sheila Thorne Library Director informed the council that the library had received a \$15,000 grant and was asking the town to accept the grant for the building reserve fund. She also stated that the grant had to be used by May 2026. It was moved by Dana Wrigley, seconded by Kelly Roderick, and voted 4-0 to accept the grant.

**Town Manager's Report:** Town Manager informed the council members that on Memorial Day the American Legion will have a viewing platform for the council to be seated at across from the Memorial Hall.

**Other Business:** Councilor Kelly Roderick asked about the turtle sign for Mcgrath Pond Road. The Town Manager stated that she will be speaking with Public Works Director Jeff Hall about this to get an update.

**Adjourn:** It was moved by Dana Wrigley, seconded by Kelly Roderick, and voted 4-0 to end the public hearing at 6:25pm go into executive session.

#### **Executive Session:**

Council Chair Mike Perkins motioned at 6:35pm to go into executive session, Dana Wrigley seconded.

At 7:37pm Dana Wrigley made a motion to come out of the executive session, Dave Groder seconded.

At 7:39pm Dana Wrigley made a motion to allow the Town Manager to sign whatever is needed to move forward seconded by Kelly Roderick and voted 4-0.

At 7:44pm it was moved by Kelly Roderick, seconded by David Groder, and voted 5-0 to adjourn.

**TOWN MEETING MINUTES**  
**MAY 6, 2025**

**Council Members Present:**

Michael Perkins, Chairman

Robert Nutting

Dana Wrigley Vice Chairman

David Groder

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 Phillip Curtis was chosen to preside over the meeting.
2. **Swearing in of Moderator:** Town Clerk Kathleen Paradis swore in Phillip Curtis as Moderator.

**Business Agenda:**

**Employee Appreciation Award:** Oakland Resident and retired Recreation Director Eric Seekins gave us background on the award and was honored this year to have Officer Gene Richards receive the award.

1. **Spirit of America Award:** Council Chairman Michael Perkins presented the Ponitz family with this annual award. The Ponitz family has been instrumental in revitalizing the downtown businesses and have been involved in many community committees and events. Councilman Robert Nutting read a Sentiment from the State House and presented it to the Ponitz Family for all their work and being such great citizens to the town of Oakland.
2. **Town Manager Synopsis:** Town Manager Kelly Pinney- Manager gave an informative speech to those present regarding the budget process and how it comes about for the voting for the warrant articles. She also thanked the Town Employees for their hard work. She then thanked the 12 Budget and Advisory Members who work so diligently on getting this budget to where it is. She informed those present that there will be 4 positions open on the Budget and Advisory committee and papers would be available from August 6<sup>th</sup> to September 15<sup>th</sup>, 2025, and they could see Town Clerk Kathy Paradis. She also thanked those citizens who serve on various committees to keep moving Oakland forward.

3. **Moderator Instructions for the vote on the Budget Articles:** Moderator Phillip Curtis 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. He stated he will use the system of raising your hand and vote will be counted that way.

4. **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 2024-2025 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 2025-2026 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. Shawn Stevens questioned why such an increase in the budget.** Town Manager Kelly Pinney-Michaud explained the cost of insurance had gone up this year. 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.** Town Manager explained that this is an account that is used to help departments with keeping the cost of their budget down. Shery Gilbert stated that the Council recommendation is 4-0-1 wanted to know why the one? Town Manager Kelley Pinney Michaud stated that Councilman David Groder is on the Fire Department and abstained from voting on the article. 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.** Shawn Stevens questioned by increase? Town Manager explained that the Police Department is now union, and we cannot negotiate on their salaries. George Bailey questioned for the School Resource Officer asked if

there were 3, there are only 2. Sherry Gilbert asked why the 1 vote from council was opposed and the one from Budget and Advisory. Councilor Kelly Roderick stated she voted against it due to the raises for non-union employees. Mike Rossignol from the Budget Advisory Committee stated he voted against it due to the large increase. 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.** Shawn Stevens asked for an explanation for this article. The Town Manager explained that this included fiber optics, Waterville Communications for answering calls for the police and fire department, hydrant rentals, street lights, street light insurance. Also, the town rental and Delta Ambulance which has increased their fees to the town. 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.**

George Bailey asked why the equity fund last year and not this year. The Town Manager explained that she put the equity money in budgets where it was most needed. 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.** Sherry Gilbert asked if that meant cutting back bushes. She walks on School Street and bushes are taking over the walking area. The Town Manager explained that this is a public works issue. 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.** Roberta Santilli questioned the ordering of 3 trucks for public works asking if we always order 3 at a time. It was explained that the trucks are rotted out and we need to replace them. George Bailey asked if we could treat the trucks so that they would not rot out. Public Works Director Jeffrey Hall said that they are looking into this. Sherry Gilbert asked why the 1 vote against the article from the Budget and Advisory. Michael Rossignol stated he wanted to get 2 trucks not 3. 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:**

Bridget Gherling asked why the Homeless Shelter and the Food Bank were not in this article, Sherry Gilbert echoed the same concern for the food bank. The Town Manager explained that the food bank was in Article 5 in contingency. Bob Knowlton wanted to know about the Growth Council. Town Manager explained that we had just a 3 year contract and she has spoken to Garvin and he has agreed to a 1-year

contract and will promote the town of Oakland. 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. Sherry Gilbert asked why the reason for the one no vote on Budget Advisory? Michael Rossignol explained he did not agree with all the 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 \$1,372,614 towards the appropriations to reduce taxation. Last year-\$1,252,817.** Sherry Gilbert asked why it was 11-1 for Budget Advisory. It was explained that it should 12-0. 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. § 942-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 to 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.

**Article 23: To authorize the use of reserve funds to update our GIS System and Tax map maintenance from the Digital Mapping Reserve Fund. (Current Balance: \$60,984.50. Project Cost \$30,900).** It was motioned by Michael Perkins, seconded by Dana Wrigley and passed by Oakland Residents.

**Adjourn:** Moderator Phillip Curtis asked for a motion to adjourn. It was motioned by Michael Perkins, seconded by Dana Wrigley and unanimously voted by Oakland Residents to adjourn at 7:29pm.

## 2025 TOWN MEETING ATTENDANCE 5/6/2025

K. ANDREW BARRY	AMMIE BRETON	KATHLEEN PARADIS
MICHELLE FONTAINE	ROBYN DEVENEY	SHANNON BIZIER
HAROLD I. BUZZELL	DOUG FISCHANG	AARON PARKER
CORA K. BUZZELL	TAMMIE WARREN	AJ CAIN
KELLY RODERICK	TIM WARREN	
ANGELA JURDAK	MARY FAUCHER	
PENNY NAVA	MARK BURTON	
GLEN ADAMS	MARK STEVENS JR.	
EDWARD CORNWALL	SHAWN STEVENS	
EDITH CORNWALL	DONNA GRIFFIN	
LAURA ROSE DAY	BILL TIERNAN	
MICHAEL TRACY	NANCY TIERNAN	
LAURA TRACY	SPRING C. SMITH	
DAN SWETT	CHRIS COWAN	
CYNTHIA REESE	ROD SMART	
FRANCIS REESE	BRIDGET A. GHERLING	
JOEY WARASKEVICH	NATHAN SMART	
CRYSTALL DAVIDSON	ANITA CHADDERTON	
SUSAN LEIGH	DANA WRIGLEY SR	
BOB KNOWLTON	RICK STUBBERT	
JEFFREY HALL	JANICE PORTER	
PATRICK FAUCHER	NIHCOLE STENBERG	
ANNIE SWETT	WENDY L. NUTTING	
JANET LUND	SHEILA THORNE ROGERS	
GENE ROY	EARL MICHAUD	
ROBERTA SANTILLI	DARLA SMART	
BOB NUTTING	RANDY MARSHALL	
TOM HILTON	CHRISTIE TRACY	
LISA STEVENS	MARK TRACY	
DAVE GRODER	ABBY MARSHALL	
JENNIE GREENLAW	SUSAN GIGUERE	
GEOFF PONITZ	GEORGE BAILEY	
OWEN CORRIGAN	DON PONITZ	
ANNA CORRIGAN	JEAN PONITZ	
GERALD RODERICK	R KELLY HARVELL	
MIKE ROSSIGNOL	PHYLLIS CAPANNA	
BOB GENEST	ROBERT R POULIN	
MELDON TURNER	SHERRY GILBERT	
KELLY PERKINS	VIRGINIA H. JOSEPH	
JON GARDNER	DON BORMAN	
BARBARA BOWLING	JAMIE PHAIR	
KOREN COUGHLIN	BOYD SNOWDEN	
DAVE COUGHLIN	KELLY PINNEY-MICHAUD	



## 2025 PAVING BID OPENING

	VENDOR	PRICE PER TON	PROJECT PRICE
1	B & B PAVING	19MM -88.20 9.5MM - 92.48	\$ 312,529.68
2	ROUNDY'S PAVING	19MM -91.50 9.5MM - 94.00	\$ 318,129.00
3	MAINELY PAVING	19MM-128.50 9.5MM - 96.75	\$ 336,016.75
4	NORTHEAST PAVING	19MM - 165.00 9.5MM - 145	\$ 496,695.00

## 2025 Paving Bid Sheet

The Contractors have familiarized themselves with the required work. The Contractors agree to provide the following products and services for the following prices. All prices are in place:

<u>ROADWAYS</u>	<u>WORK NEEDED</u>	<u>APPROXIMATE TONNAGE</u>
Lake Vista Dr	Shim	131 Tons
Denise Ave	Shim & Overlay	180 Tons
Oak St (K-Store to Oak Hill Dr)	Shim & Overlay	1,054 Tons
Sawtelle Rd	Overlay	268 Tons
Upper Sawtelle Rd	Base Pavement	117 Tons
Upper South Alpine	Shim & Overlay	251 Tons
Deer Run	Shim & Overlay	215 Tons
Allagash Dr	Overlay	446 Tons
Mayland St	Shim & Overlay	239 Tons
½ Property Maintenance Lot	Base Pavement	250 Tons

### Please provide prices here with Asphalt Escalator Clause

<u>Materials</u>	<u>Total Tonnage/Hr.</u>	<u>Amount Per Ton/Hr.</u>	<u>Total Estimated Cost</u>
Shim		\$ _____/ton	Total \$ _____
9.5mm	<u>3141</u>	\$ <u>\$92.<sup>48</sup></u> /ton	Total \$ <u>\$290,479.<sup>68</sup></u>
12.5mm		\$ _____/ton	Total \$ _____
19.0mm	<u>250</u>	\$ <u>\$88.<sup>20</sup></u> /ton	Total \$ <u>\$22,050.<sup>00</sup></u>
Hand Placed		\$ _____/ton	Total \$ _____
Curbing		\$ _____/ton	Total \$ _____
Joint Grinding		\$ _____/Hr.	Total \$ _____
Sidewalks		\$ _____/ton	Total \$ _____

Name of Contractor/Company: B & B Paving, Inc.

61 Dave's Way Hermon, ME 04401

Quote Given By: David West, Project Manger

Signature: David West

Total  
\$ 312,529.68



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cross Insurance 491 Main Street P.O. Box 1388 Bangor ME 04401		<b>CONTACT NAME:</b> Alicia Pasieka <b>PHONE (A/C, No, Ext):</b> (207) 947-7345 <b>FAX (A/C No):</b> <b>E-MAIL ADDRESS:</b> alicia.pasieka@crossagency.com																									
<b>INSURED</b> B & B Paving, Inc 61 Dave's Way Hermon ME 04401		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"><tr><td>INSURER A:</td><td>Firemen's Ins Co of Washington D C</td><td>NAIC #</td><td>21784</td></tr><tr><td>INSURER B:</td><td>Acadia Ins Co</td><td></td><td>31325</td></tr><tr><td>INSURER C:</td><td>Maine Employers Mutual Ins Co</td><td></td><td>11149</td></tr><tr><td>INSURER D:</td><td></td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td><td></td></tr></table>		INSURER A:	Firemen's Ins Co of Washington D C	NAIC #	21784	INSURER B:	Acadia Ins Co		31325	INSURER C:	Maine Employers Mutual Ins Co		11149	INSURER D:				INSURER E:				INSURER F:			
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INSURER D:																											
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INSURER F:																											

## COVERAGES

CERTIFICATE NUMBER: CL2412396827

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SDBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			CPA 5570318 - 11	12/01/2024	12/01/2025	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP/AGG</td><td>\$ 2,000,000</td></tr><tr><td>Employee Benefits</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP/AGG	\$ 2,000,000	Employee Benefits	\$ 1,000,000
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AGGREGATE	\$ 5,000,000																				
	\$																				
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			1810092604	12/01/2024	12/01/2025	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E L EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E L DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E L DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER		E L EACH ACCIDENT	\$ 1,000,000	E L DISEASE - EA EMPLOYEE	\$ 1,000,000	E L DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER																					
E L EACH ACCIDENT	\$ 1,000,000																				
E L DISEASE - EA EMPLOYEE	\$ 1,000,000																				
E L DISEASE - POLICY LIMIT	\$ 1,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR BIDDER PURPOSES  
SAMPLE  
SAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

## 2025 Paving Bid Sheet

The Contractors have familiarized themselves with the required work. The Contractors agree to provide the following products and services for the following prices. All prices are in place:

<u>ROADWAYS</u>	<u>WORK NEEDED</u>	<u>APPROXIMATE TONNAGE</u>
Lake Vista Dr	Shim	131 Tons
Denise Ave	Shim & Overlay	180 Tons
Oak St (K-Store to Oak Hill Dr)	Shim & Overlay	1,054 Tons
Sawtelle Rd	Overlay	268 Tons
Upper Sawtelle Rd	Base Pavement	117 Tons
Upper South Alpine	Shim & Overlay	251 Tons
Deer Run	Shim & Overlay	215 Tons
Allagash Dr	Overlay	446 Tons
Mayland St	Shim & Overlay	239 Tons
½ Property Maintenance Lot	Base Pavement	250 Tons

**Please provide prices here with Asphalt Escalator Clause** <sup>\$645.00</sup>

<u>Materials</u>	<u>Total Tonnage/Hr.</u>	<u>Amount Per Ton/Hr.</u>	<u>Total Estimated Cost</u>
Shim		\$ _____/ton	Total \$ _____
9.5mm	3141	\$ <u>94.80</u> /ton	Total \$ <u>295,254.00</u>
12.5mm		\$ _____/ton	Total \$ _____
19.0mm	250	\$ <u>91.50</u> /ton	Total \$ <u>22,875.00</u>
Hand Placed		\$ _____/ton	Total \$ _____
Curbing		\$ _____/ton	Total \$ _____
Joint Grinding		\$ _____/Hr.	Total \$ _____
Sidewalks		\$ _____/ton	Total \$ _____

Name of Contractor/Company: Boundy's Paving LLC

Quote Given By: Benjamin Boundy

Signature: [Signature]

\$ 318,129

To               Area Paving Contractors  
RE:             Placement Specifications  
DATE:          March 27, 2025

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2. All mixes and placement methods are to meet current **MDOT** specifications.
3. All butt joints are to be ground at beginning and ending points.
4. Paved driveways to have gradual transitions from road to driveway.
5. Gravel driveways to be kicked out and tapered down.
6. Three rollers will be required, one of which needs to be rubber tire.
7. Entire roadway shall be dragged with shim unless directed by municipal official not to.
8. The surface area where the mix is being applied must be clean and dry before the mix is applied.
9. All existing paved surfaces to be newly paved shall be coated with tack coat at a minimum rate of **.02 gal/sy**.
10. Asphalt Escalator (Maine DOT Special Provision Section 108 dated January 2009).



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> United Insurance - Bangor 890 Hammond Street Bangor, ME 04401	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b> (207) 385-2078
	<b>PHONE (A/C, No, Ext):</b> (207) 385-2077	
<b>INSURED</b>  Roundy's Paving, LLC 37 Grogin Ave Newport, ME 04953	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> AMERICAN CASUALTY COMPANY OF READING PENNSYLVANIA	<b>NAIC #</b> 20427
	<b>INSURER B:</b> The Continental Insurance Company	<b>35289</b>
	<b>INSURER C:</b> Columbia Casualty Co	<b>31127</b>
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		7094618080	10/15/2024	10/15/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EBL \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		7094618077	10/15/2024	10/15/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7094618063	10/15/2024	10/15/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7094618046	10/15/2024	10/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Pollution Liability			7094782834	10/15/2024	10/15/2025	Pollution Liability \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Subject to the policy's coverage, conditions, exclusions, and endorsements as specified in the policy contract, the certificate holder shall be named as Additional Insured in regards to the Commercial General and Auto Liability policies for ongoing operations on a primary and non-contributory basis when required by a written contract. Without a written contract requiring this Additional Insured Status no coverage applies.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# Oakland

## 2025 Paving Bid Sheet

The Contractors have familiarized themselves with the required work. The Contractors agree to provide the following products and services for the following prices. All prices are in place:

<u>ROADWAYS</u>	<u>WORK NEEDED</u>	<u>APPROXIMATE TONNAGE</u>
Lake Vista Dr	Shim	131 Tons
Denise Ave	Shim & Overlay	180 Tons
Oak St (K-Store to Oak Hill Dr)	Shim & Overlay	1,054 Tons
Sawtelle Rd	Overlay	268 Tons
Upper Sawtelle Rd	Base Pavement	117 Tons
Upper South Alpine	Shim & Overlay	251 Tons
Deer Run	Shim & Overlay	215 Tons
Allagash Dr	Overlay	446 Tons
Mayland St	Shim & Overlay	239 Tons
½ Property Maintenance Lot	Base Pavement	250 Tons

### Please provide prices here with Asphalt Escalator Clause

<u>Materials</u>	<u>Total Tonnage/Hr.</u>	<u>Amount Per Ton/Hr.</u>	<u>Total Estimated Cost</u>
Shim		\$ _____/ton	Total \$ _____
9.5mm	3141	\$ 96.75 /ton	Total \$ 303,891.75
12.5mm		\$ _____/ton	Total \$ 32,125.00
19.0mm	250	\$ 128.50 /ton	Total \$ _____
Hand Placed		\$ _____/ton	Total \$ _____
Curbing		\$ _____/ton	Total \$ _____
Joint Grinding		\$ _____/Hr.	Total \$ _____
Sidewalks		\$ _____/ton	Total \$ _____

Name of Contractor/Company: Maine-ly Paving Services, LLC

Quote Given By: Jamie Ward - 207-431-9159

Signature: Jamie Ward

P.O. Box 245  
Canaan, ME 04924

Grand Total - \$336,016.75

\* Asphalt Escalation Price as of 5/5/2025 is \$645.00 \*

**TO:** Paving Contractors/Companies

**FROM:** Jeff Hall, Public Works Director Phone: 465-5798

**RE:** 2025 Paving Program Bid Process

**DATE:** March 27, 2025

---

The Town of Oakland is accepting sealed bids for bituminous paving services on projected roadways, parking lots, and sidewalks as seen on the attached bid form. All tonnages are estimates only. The contractor is responsible for verifying tonnage estimates. The Town of Oakland reserves the right to add or deduct tonnages as necessary. All Contractors/Companies are required to submit their bids on the attached bid form.

All pavement provided shall meet design and placement specifications in accordance with Maine Department of Transportation specifications, current edition. The Town will be responsible for any sweeping. The Contractors/Companies will be responsible for traffic control and all other requirements of the work. Prices will include an "Asphalt Escalator" MDOT Section 108 for the entire 2025 paving season. Please see attached sheet for placement specifications.

**All bids must be in a sealed envelope marked "Paving Bids" and due by Thursday, May 8, 2025, by 1:00 p.m. at the Oakland Town Office P.O. Box 187 Oakland, Maine 04963. The Town reserves the right to accept/reject any or all bids or to delete any proposed project(s) if necessary to stay within budget constraints. The awarding of the bid will be by the Oakland Town Council on Wednesday, May 14, 2025 @6:00 p.m. and all bidders are invited to attend.**



To           Area Paving Contractors  
RE:         Placement Specifications  
DATE:       March 27, 2025

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### Please provide prices here with Asphalt Escalator Clause

<u>Materials</u>	<u>Total Tonnage/Hr.</u>	<u>Amount Per Ton/Hr.</u>	<u>Total Estimated Cost</u>
Shim		\$ _____/ton	Total \$ _____
9.5mm	3141	\$ 145.00 /ton	Total \$ 455,445.00
12.5mm		\$ _____/ton	Total \$ _____
19.0mm	250	\$ 165.00 /ton	Total \$ 41,250.00
Hand Placed		\$ _____/ton	Total \$ _____
Curbing		\$ _____/ton	Total \$ _____
Joint Grinding		\$ _____/Hr.	Total \$ _____
Sidewalks		\$ _____/ton	Total \$ _____

Eurovia Atlantic Coast LLC,

Name of Contractor/Company: dba Northeast Paving

Quote Given By: Wayne A. Berry - Division Manager

Signature: Wayne A. Berry

Total  
\$ 496,695

**TO:** Paving Contractors/Companies

**FROM:** Jeff Hall, Public Works Director Phone: 465-5798

**RE:** 2025 Paving Program Bid Process

**DATE:** March 27, 2025

---

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To               Area Paving Contractors  
RE:             Placement Specifications  
DATE:          March 27, 2025

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# **TOWN OF OAKLAND SAFETY COMMITTEE**

## **Mission Statement**

It is the mission of the Safety Committee of the Town of Oakland to promote workplace safety programs and practices to ensure a safe work environment. The committee shall encourage behaviors focused on injury and accident prevention and will achieve success through communications, training and continual improvement of safety programs.

## **Responsibilities**

- ❖ Set and review safety goals
- ❖ Encourage employees to identify workplace safety hazards and find ways to reduce those hazards
- ❖ Review all accident and injury reports and recommend actions to prevent recurrences
- ❖ Coordinate and conduct self-inspections utilizing the BLS Compliance Directives and safety inspections checklists
- ❖ Coordinate safety related safety programs and training
- ❖ Review safety-related problems/concerns of Department Heads and recommend a course of action to resolve
- ❖ Review and investigate all near-miss reports with recommendations for corrections and prevention
- ❖ Communicate all findings and recommendations to Town management and employees

## **Meeting Schedule**

- Regular meetings will be held Quarterly/4 per year fiscal year
- The meeting location will be announced and begin at 9:00am.

## **Committee Members**

With the approval of the town council, the town manager will appoint a safety committee. The committee shall be composed of department heads from the following departments: Fire, Police, Health Officer/CEO, Public Works, Sewer/Environmental Services, Transfer Station, Library and Building Maintenance. The Town Manager, Finance/Human Resource Director and one other non-department head employee, to represent the remaining town employees, shall also be members.



# **Town of Oakland Accident Investigation Procedure**

# Accident/Incident Investigation

**Purpose:** To provide a process within which accidents/injuries and near misses can be properly reported and investigated.

## Definitions:

An **accident/incident** is an undesirable event that results in personal injury or property damage.

A **near miss**: is an event where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. This is non-punitive and we encourage employees to speak up about near-miss's so others can learn from it.

## Procedure:

When an accident/incident with injury occurs, follow the steps outlined in enclosure (1).

When an accident/injury occurs without injury or is only property damage, follow the steps outlined in enclosure (2).

For all accident/injuries and property damage, Department Heads will complete an employee accident/injury report, enclosure (3). This report will be reviewed by the Safety Committee to ensure corrective action has been taken and to apply lessons learned to other departments where appropriate.

For near misses, Department Heads will complete a near miss report, enclosure (4). This report will be reviewed by the Safety Committee to ensure corrective action has been taken and to apply lessons learned to other departments where appropriate.

Completed reports will be maintained in the Safety Committee binder.

# WORKPLACE INJURY OR DEATH NOTIFICATION PROTOCOL

## SERIOUS WORKPLACE INJURY OR DEATH

**SERIOUS = an incident that results in an amputation, loss or fracture of any body part or that necessitates immediate hospitalization or formal admission to the inpatient service of a hospital or clinic for care or treatment**

1. Seek Medical Attention – Call 911
2. Employee should notify supervisor immediately
3. Department Head Immediately Notify Town Manager
4. Department Head or Town Manager Immediately Notify HR Representative, see information below on what information you will need to report

## MINOR WORKPLACE INJURY

1. Seek Medical Attention – highly encourage the employee to get medical care or at least be evaluated as soon as possible and to have any reports clearing the employee for work or restricting work faxed or emailed (kmichaud@oaklandmaine.us) to the Town Office at 599-2864, if the employee seeks medical care we **will need** a clearance for return-to-work statement from the medical provider
2. Department Head Notify Town Manager as soon as possible
3. Department Head Notify HR Representative as soon as possible, see information below on what information you will need to report

## DEPARTMENT HEAD INFORMATION NEEDED FOR REPORTING TO HR REPRESENTATIVE

1. Employee's Name
2. Job Title
3. Date of Injury or onset of illness and time of event
4. Where did the event occur
5. Description of injury or illness, parts of body affected and object/substance that directly injured the employee or made the employee ill
6. Was employee seen at the ER
7. List of witnesses

## GUIDELINES FOR HR REPRESENTATIVE

1. Notify DOL within 8 hrs of a workplace death and 24 hrs of a serious workplace injury that required immediate hospitalization, including amputation, or loss or fracture of any body part. Maine DOL (592-4501)
2. Notify MMA immediately upon notice for a death or serious workplace injury. Recommend filing online at <http://www.memun.org/insuranceServices/RiskManagementServices.aspx>. If online is unavailable call 1-800-590-5583 during normal business hours and for AFTER HOURS (after 4:30 PM or weekends) 624-0182.
3. OSHA forms 300 & 301 shall be filled out as soon as possible after notification.
4. MMA First Report of Injury shall be filled out as soon as possible after notification.



## **PROPERTY DAMAGE OR ACCIDENT WITHOUT INJURY PROTOCOL**

1. Confirm that no injury occurred
2. If an accident or property damage to someone other than town employee, call Police at 465-2202 so a report can be made
3. Gather information and take pictures of damage
4. Notify Town Manager as soon as possible
5. Notify HR Representative as soon as possible

### **DEPARTMENT HEAD INFORMATION NEEDED FOR REPORTING TO HR REPRESENTATIVE**

6. Vehicle information, if a vehicle was involved: Year, Make, Model, VIN, Plate
8. Driver's information if a vehicle was involved: Name and Address
9. Damage Estimate to our vehicle that was involved
10. All other claims – Damage Estimate, description of damages
11. Witnesses, if any – Name and Phone

### **GUIDELINES FOR HR REPRESENTATIVE**

5. Gather information from Department Head, Police Report if one was done
6. MMA Property and Casualty Claim reporting shall be filled out as soon as possible after notification.

## Employee Accident / Incident Investigation Report

### **General Information(Supervisor Enters Data)**

Employee Name:

### **Accident Information (Supervisor Enters Data)**

Date of Incident:

Day of Week:

Time of Incident:        AM PM.

Date Reported to Supervisor:

Supervisor's Name:

Department Incident Occurred In:

Machine:

Job Title:

Body Part(s):        L/R.

Injury Type:

Symptoms:

Did Employee get Medical Attention?

If Yes, what type: First Responder, Emergency Room, Company Health Care Provider or Other.

Did Employee miss any work other than the day of the injury?

Witnesses Names:

Describe the Incident:

<b>Accident Information (Employee Enters Data)</b>
--

Employee's Description of Incident:

Employees opinion on what directly was the root cause of the incident(Be Specific):

**Incident/Accident Analysis Section(Investigating Personnel)**

Check items listed below judged to be contributing factors in the causes of the incident.

**Unsafe Acts**

<ul style="list-style-type: none"><li><input type="checkbox"/> Horseplay</li><li><input type="checkbox"/> Inattention to Surroundings</li><li><input type="checkbox"/> Using tools or equipment in unsafe manner.</li><li><input type="checkbox"/> Failure to get assistance</li><li><input type="checkbox"/> Bypassing safety devices</li><li><input type="checkbox"/> Operating equipment with removed guard(s)</li><li><input type="checkbox"/> Lack of Training</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Unsafe lifting &amp; carrying</li><li><input type="checkbox"/> Failure to wear PPE</li><li><input type="checkbox"/> Unsafe position or use of the body</li><li><input type="checkbox"/> Failure to warn or signal</li><li><input type="checkbox"/> Machine not properly locked out</li><li><input type="checkbox"/> Failure to follow proper operating procedures</li><li>Other (Please note specifics)</li></ul>
---	--

**Unsafe Conditions**

<ul style="list-style-type: none"><li><input type="checkbox"/> Inadequate guards and safety devices</li><li><input type="checkbox"/> Lack of adequate warning systems</li><li><input type="checkbox"/> Poor design</li><li><input type="checkbox"/> Close clearance or congestion</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Defective tools or equipment</li><li><input type="checkbox"/> Poor Housekeeping</li><li><input type="checkbox"/> Poor Storage practices</li><li><input type="checkbox"/> Lack of Preventive Maintenance</li><li><input type="checkbox"/> Other_____</li></ul>
---	--

**Corrective Actions To Prevent Reoccurrences(Investigating Personnel)**

<ul style="list-style-type: none"><li><input type="checkbox"/> Provide Additional Training</li><li><input type="checkbox"/> Install Guard or Safety device</li><li><input type="checkbox"/> Improve protective equipment</li><li><input type="checkbox"/> Improve housekeeping</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Action to improve design</li><li><input type="checkbox"/> Reprimand, council or discipline</li><li><input type="checkbox"/> Additional equipment needed</li><li><input type="checkbox"/> Safety Glasses/Hard Hat</li><li><input type="checkbox"/> Other_____</li></ul>
--	---

Describe corrective action to be taken:

**Please Attach Additional Notes if Needed.**

Person Responsible for Corrective Action:

Date:

Estimated date of Completion:

Date Completed:

**Comments:**

\_\_\_\_\_  
Safety Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

# Near-Miss Reports

**\*\*This is non-punitive your near miss could help save another employee\*\***

**Date:**                      **Time:**                      **AM PM**

**Department:**                      **Location:**

**Person Reporting:**

**Witnesses:**

**Description of what happened:**

**What might have caused near miss:**

**Supervisor Investigating:**

**Recommended Plan of action:**

**Reviewed by Department Head:**

**Reviewed by Safety Committee:**

# **SAFETY COMMITTEE**

**May 14, 2025**

The Town of Oakland recognizes that its employees are the town's most valuable assets. It is therefore imperative to create a safe and healthy working environment for all full-time, part-time, and volunteer workers. The continued implementation of a safety policy will help the town pursue the goal of an accident-free work environment for all our employees and at the same time safeguard municipal resources.

To help meet these goals, the Town will mandate annual safety training to all employees based on the hazards of their job duties. The Town will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources or take other action as needed to correct hazardous conditions that are brought to our attention.

It will be the responsibility of each employee to follow all safe work rules and procedures. Whenever an employee is unsure of how to proceed, they should wait until proper instructions are received. All employees are obliged to report any and all unsafe working conditions to their immediate supervisor. It is the responsibility of each department head to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes will be part of each employee's annual performance evaluation.

This mission statement will be reviewed annually and revised as needed to achieve the goal of making Oakland an accident-free workplace.

Oakland Town Council Agrees:

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Michael Perkins, Chair

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Robert Nutting

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Kelly Roderick

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Dana Wrigley, Vice Chair

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David Groder

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



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
BUREAU OF PARKS & LANDS  
22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

March 15, 2025

Dear Project Director,

We are pleased to announce the Bureau of Parks and Lands, ATV Program; Municipal Trail Grants are now available for the 2025 season. Your help would be appreciated by **reading all** the information in this package. If you have any questions after carefully reviewing this package, please call us at 287-2751.

We hope we can fund all projects adequately, but that depends on the number of requests we receive, and the amount of assistance requested. We sincerely ask that you look closely at your project to assure it meets all requirements. We will not approve projects supplementing **club trail grant** costs or non-approved trails with this grant. We will allow up to \$500.00 of landowner relations costs.

Please review **ALL THE INFORMATION** in the application package **carefully**. **All projects**, are required to submit the following:

1. A **Project Certification** (see enclosed sample) on your letterhead assuring us that the legislative body of the municipality approves of the proposed project.
2. A detailed "**Project Description**" (see enclosed sample) of work to be performed and the cost; this should include what is to be paid for, how it is to be paid and **cannot** be changed without written permission from the Bureau of Parks & Lands after the approval process has been completed. We have revised the template to be more consistent with all of our ORV Grant-In-Aid programs.
3. A completely filled out **application** (see enclosed).
4. A completely filled out **agreement** (see enclosed).
5. A **map** showing the proposed trail on it. Permission **must be obtained** from all landowners.

*The deadline for filing municipal applications is May 30th of each year but the earlier you apply, the earlier you will get approval for your project. We recommend you use certified mail if you are mailing it. You can also email a pdf copy to [atv.bpl@maine.gov](mailto:atv.bpl@maine.gov)*

If your project is approved by the Bureau, you can begin your work at your convenience once you have been officially approved.  
**No work can be completed before project approval.**

To receive reimbursement the following requirements must be completed.

1. Completed **reimbursement request form** signed by authorized individual.
2. "**Completed worksheets describing daily work.**" Worksheets must briefly describe work accomplished by individuals, where the work was performed, the hours worked, supplies purchased, odometer readings, hour meter readings, etc.
3. "**Proof of payment made.**" Worksheets **are not acceptable** proof of payment. Cancelled checks, town warrants, or paid receipts or invoices marked paid are all acceptable proof of payment.

The final deadline for filing your reimbursement request is November 30th of each year.

Attached you will also find a memo describing our current trail corridor general liability insurance and Maine's Title 14 159-A landowner liability laws.

We look forward to working with you in the upcoming season.

Sincerely Yours,

*Matthew L. Foster*

Matthew L. Foster  
ATV PROGRAM  
ORV Office  
PARKS & LANDS

ANDY CUTKO, BUREAU DIRECTOR  
PARKS & LANDS  
18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-2751  
FAX: (207) 287-8111  
[WWW.MAINE.GOV/DACF/](http://WWW.MAINE.GOV/DACF/)



DEPARTMENT OF AGRICULTURE, CONSERVATION &  
FORESTRY BUREAU OF PARKS & LANDS  
OFF-ROAD RECREATIONAL  
VEHICLE OFFICE ATV PROGRAM  
22 STATE HOUSE  
STATION AUGUSTA,  
MAINE 04333-0022  
PH 207-287-2751 FAX 207-287-8111

**INFORMATION AND GUIDELINES**  
**MUNICIPAL GRANT-IN-AID PROGRAM**  
**2025**

RE: Administration of Grants-In-Aid to Municipalities for ATV Trails and Facilities, M.R.S.A., Title 12, Section 1893, Paragraph 1B and Section 1893, Paragraph 2A & B.

**PLEASE READ!!!!**

Enclosed is a packet, which explains the Bureau of Parks & Lands Grants-In-Aid Program to municipalities, which was authorized by the 112th Legislature. Under the terms of the municipal grant, the State can cost share up to but not exceed the rate of 90% State, 10% local. All trail plans will require approval by the Bureau and a determination will be made at that time on which formula will apply. The approved percentage could change annually depending on available funds and size of any one project.

All applications for assistance with trail development and/or maintenance during the 2025 ATV season must be submitted to the Bureau of Parks & Lands **no later than May 30**. Trail development is considered creating **NEW** trail, rerouting trail, constructing new bridges, or parking facilities. We have also included in this packet a sample copy of a use permit, which may be used to obtain authorization to cross private property. This type of authorization would meet the requirements of the Bureau of Parks & Lands when reviewing your request for assistance. Also included is a sample Project Certification, a sample Project Description worksheet, as well as the Application, and Agreement.

**I. PROCEDURES FOR APPLYING FOR A GRANT**

The following materials must be submitted when requesting assistance for a municipal ATV trail project. All materials should be originals with original signatures except the map providing the project location.

- A. **Project Certification** - This must be typed on municipal letterhead, using the enclosed sample as a guide. Insert the proper wording that applies to your community wherever indicated by **BOLD PRINT IN PARENTHESIS** on the sample. It must be signed by the appropriate municipal officers (Example: selectmen, town or city council, etc.). This assures us that the Legislative body of the municipality approves of the proposed project, the requesting of financial assistance and the Project Director.
- B. **Project Description** - A detailed description of the proposed project must be submitted before we can give the project funding consideration. The description must include **ALL** trail work including type and cost of



necessary equipment, personnel required and resources available for the project. It must also include a breakdown of the material costs, estimated number of hours for labor and equipment and the hourly rate to be paid. Feel free to create multiple copies of the Project Description worksheet if you wish to break costs down by project/location. The cost of purchasing capital equipment items is not reimbursable. If the project is to be contracted, the contract should specify the responsibilities of the contractor, the method of payment including the maximum amount and a copy forwarded to this office. We recommend a per hour rate for contracts if that is the way the work will be completed. The construction of bridges requires permits or notification to LUPC or DEP. Copies of these notices are required if you want state funding assistance.

- C. **Map** - A map of the proposed ATV trail project. The map should be a topographical map, if at all possible, to enable us to determine the terrain and other natural features. In any event, the scale of the map submitted should be equal to the topographical map or greater. The map must show the proposed trail, water crossings, if any, opportunity for expansion, relationship with existing trails in surrounding areas and number of miles existing in your project.
- D. **Landowner Permission** – Landowner permission is required by law for ATV use so we need proof that all landowners over whose land the trail passes have been contacted and have granted permission, (this may be a part of the Project Description - see sample). In the event that the application is requesting financial assistance for development of new trail or major construction on existing trail, landowner permission **must be in writing**.
- E. **Application** - The application, which must be completely filled out and signed by the PROJECT DIRECTOR given the authority in the Project Certification, as well as signed by a representative of the municipality/county.
1. The estimated costs specified on the application may include administrative costs incurred in obtaining land use permits but not costs of same if a fee is paid for use of the land.
  2. Cost of the actual development of new trail or improvements to existing trails, including related facilities.
  3. Cost of maintaining the trail, parking areas, trail signs, enforcement of trail rules etc.
- F. **Agreement** - The signed agreement should be sent with the original application. One signed copy will be returned to the town after application approval by the Bureau of Parks & Lands.

## II. **REIMBURSEMENT**

A request for reimbursement can be submitted on a monthly basis or at the end of the season; whichever suits the desire of the municipality best. We prefer that they be submitted monthly because we can conduct our review much more quickly at the end of each month than if submitted for an entire season. It is also an advantage to the municipality if the requests are submitted monthly because they will only have to have their portion of the money in a fund rather than the entire amount in order to pay the bills. In any event,

**THE FINAL REIMBURSEMENT REQUEST MUST BE SUBMITTED NO LATER THAN**

**NOVEMBER 30TH of this year.** Reimbursement requests received POSTMARKED after November 30th will forfeit state reimbursement. Requests containing items not pre-approved on the Project Description or by letter will lose reimbursement by the State for those items.

Trails need to be inspected by the local Recreation Trail Coordinator before the contractor leaves and approved before a reimbursement can be submitted. Please see enclosed ATV Reimbursement and Inspection Requirements document.

**The method of filing for reimbursement is as follows:**

- A. One copy of the Request for Reimbursement completed as per the terms of the grant.
- B. Copies of all receipts substantiating payment of expenditures reported or a copy of the town warrant on which the payment was made or an invoice marked paid. (See sample enclosed). Worksheets are not invoices or receipts.
- C. The project director must use a worksheet as work is performed or purchases made and a copy of that must be forwarded with the reimbursement request. This should describe briefly where the work is done by site location or trail number.
- D. The reimbursement request must be signed by the person to whom the town gave the authority to submit the application requesting financial assistance (See Project Certification).

Upon receipt of the reimbursement request, it will be reviewed by the ATV Program, Bureau of Parks & Lands, to ensure compliance with the terms of the grant and if so, reimbursement will be made on basis of the previously approved percentage of the cost for the work performed during the dates covered by the reimbursement request. All expenses incurred during the period covered should be included on the appropriate request for reimbursement and not carried over to a late request.

## **ATV TRAIL DESIGN AND CONSTRUCTION GUIDELINES**

### 1. ATV Trails:

- a. The minimum trail width should be 6 feet unless where otherwise specifically exempted.
- b. Brush will be cleared from an area at least 1 foot outside the trail edge.
- c. A height of not less than 7 feet above the trail will be cleared of brush.
- d. Sustained grades and slopes will be a maximum of 30%. Grades less than this are preferred to prevent problems caused by erosion.
- e. All signs will be of the same design as that which is approved by the Bureau of Parks & Lands.

(Signs may be available from Parks & Lands upon request).

### 2. Any brush or hanging branches at road crossings should be cut back to provide adequate visibility in both directions.

Warning signs should be installed on the trail at a sufficient distance to warn the ATVers of road crossings. Request for signs along the highway will follow the policy as published by the Department of Transportation.

### 3. When the trail approaches or exits a slope or grade, the trail should be straight for a sufficient distance to make a safe entrance and exit.

### 4. The topography and land characteristics should be of a varied nature to hold the users interest and to create a reasonable degree of challenge.

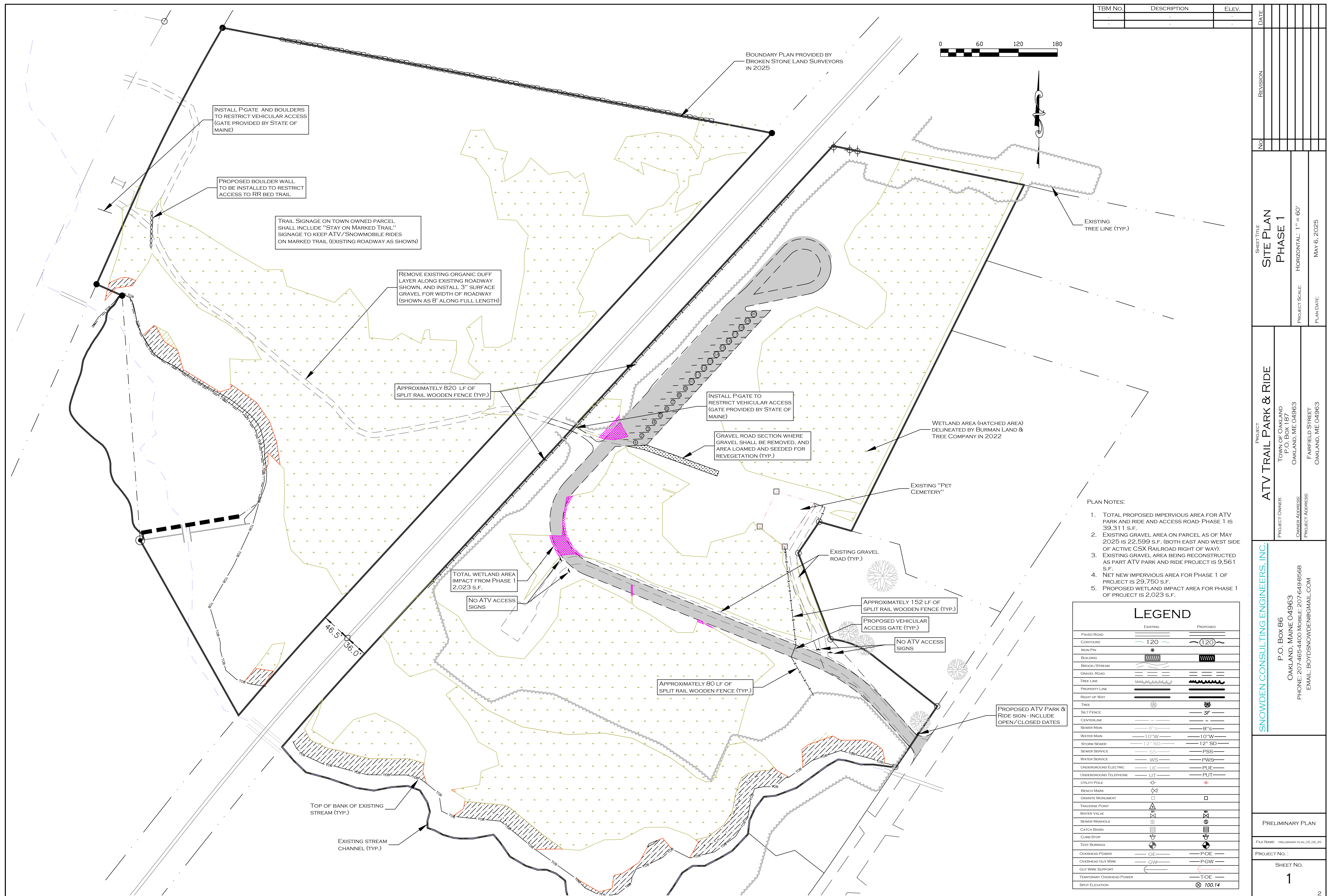
### 5. Proper layout, development, and maintenance of the trail is extremely important for usability and enjoyment for the user. This will also help avoid major environmental impacts and associated problems.

### 6. If stream or river crossings are necessary, bridges must be at least 6 feet wide. Permits with LUPC or DEP will be required to build bridge on navigable streams or rivers.

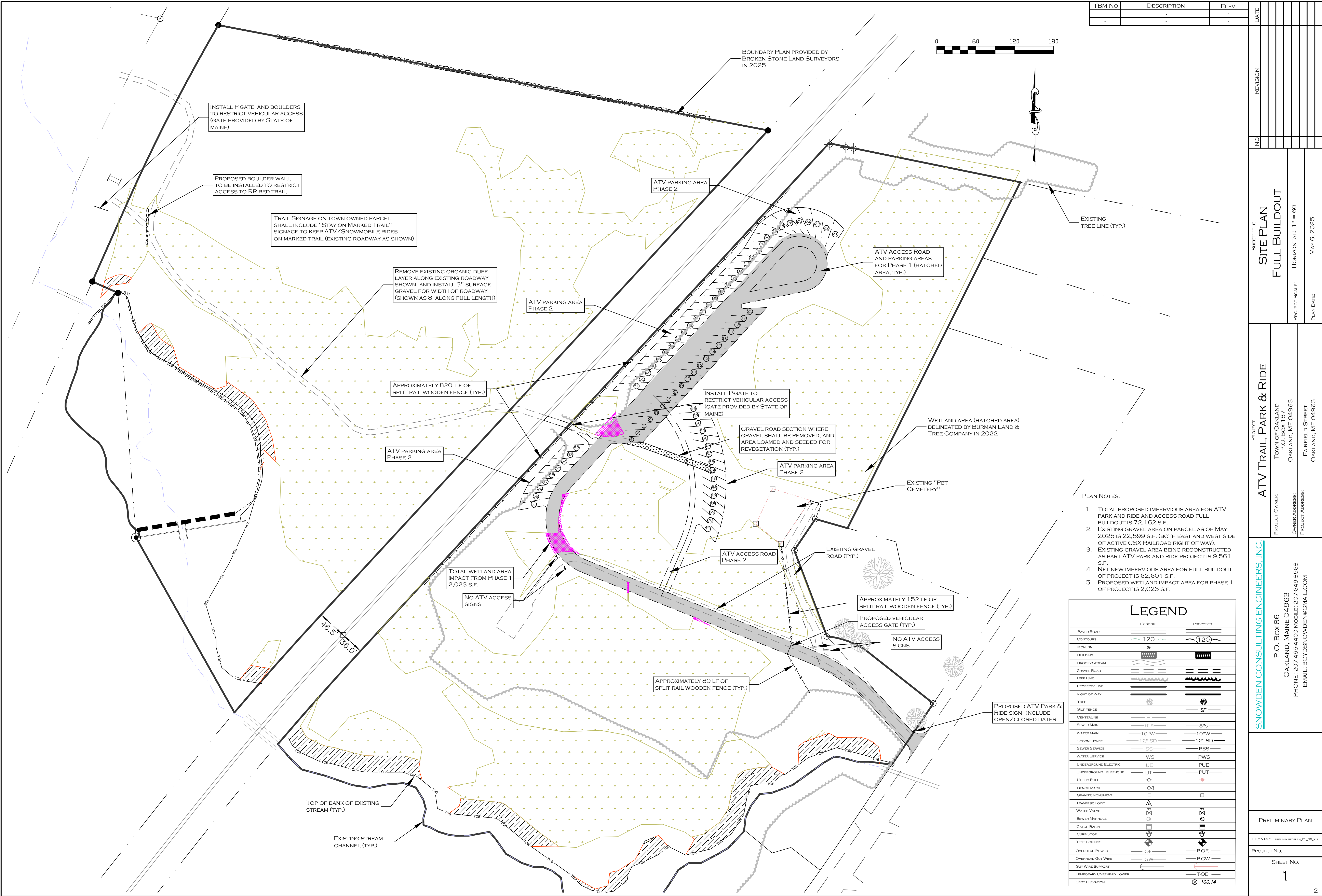
### 7. Trails should avoid steep slopes if at all possible. This type of trail requires a lot of work to lay out and is expensive to maintain.

### 8. Trails should be laid out in such fashion that they avoid any areas of anticipated conflict such as tree plantations, nurseries, conflicting uses, or any areas on which trail development may be damaging.

Failure to follow the previously listed guidelines or to properly fill out all necessary forms and permits may result in the forfeiture of some or all monies available in this grant. The state may withhold all or any part of the monies which might be payable to municipalities by this or other state programs by invoking the provisions of Title 5 M.R.S.A., Section 133 or otherwise.







TBM No.	DESCRIPTION	ELEV.

DATE	REVISION

SHEET TITLE  
**SITE PLAN**  
**FULL BUILDOUT**

PROJECT  
**ATV TRAIL PARK & RIDE**

PROJECT OWNER:  
TOWN OF OAKLAND  
P.O. Box 187  
OAKLAND, ME 04963

OWNER ADDRESS:  
FAIRFIELD STREET  
OAKLAND, ME 04963

PROJECT SCALE:  
HORIZONTAL: 1" = 60'

PLAN DATE:  
MAY 6, 2025

- PLAN NOTES:
- TOTAL PROPOSED IMPERVIOUS AREA FOR ATV PARK AND RIDE AND ACCESS ROAD FULL BUILDOUT IS 72,162 S.F.
  - EXISTING GRAVEL AREA ON PARCEL AS OF MAY 2025 IS 22,599 S.F. (BOTH EAST AND WEST SIDE OF ACTIVE CSX RAILROAD RIGHT OF WAY).
  - EXISTING GRAVEL AREA BEING RECONSTRUCTED AS PART ATV PARK AND RIDE PROJECT IS 9,561 S.F.
  - NET NEW IMPERVIOUS AREA FOR FULL BUILDOUT OF PROJECT IS 62,601 S.F.
  - PROPOSED WETLAND IMPACT AREA FOR PHASE 1 OF PROJECT IS 2,023 S.F.

LEGEND		
EXISTING	PROPOSED	
PAVED ROAD		
CONTOURS		
IRON PIN		
BUILDING		
BROOK/STREAM		
GRAVEL ROAD		
TREE LINE		
PROPERTY LINE		
RIGHT OF WAY		
TREE		
SILT FENCE		
CENTERLINE		
SEWER MAIN		
WATER MAIN		
STORM SEWER		
SEWER SERVICE		
WATER SERVICE		
UNDERGROUND ELECTRIC		
UNDERGROUND TELEPHONE		
UTILITY POLE		
BENCH MARK		
GRANITE MONUMENT		
TRAVERSE POINT		
WATER VALVE		
SEWER MANHOLE		
CATCH BASIN		
CURB STOP		
TEST BORINGS		
OVERHEAD POWER		
OVERHEAD GUY WIRE		
GUY WIRE SUPPORT		
TEMPORARY OVERHEAD POWER		
SPOT ELEVATION		

SNOWDEN CONSULTING ENGINEERS, INC.

P.O. Box 86  
OAKLAND, MAINE 04963  
PHONE: 207-465-4400 MOBILE: 207-649-8568  
EMAIL: BOYDSNOWDEN@GMAIL.COM

PRELIMINARY PLAN

FILE NAME: PRELIMINARY PLAN\_05\_06\_25

PROJECT NO.:

SHEET NO.  
**1**

2