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OAKLAND TOWN COUNCIL AGENDA

9/10/2025 6:00 pm

OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes of August 20, 2025 Council Meeting, as well as sign the weekly payables warrant.
- V. Business Agenda:

New Business:

1. Order – 14-2526- Delta Ambulance – Chris Mitchell, Executive Director
2. Order – 15-2526 – Memorial Hall Tenant
3. Order – 16-2526 - 9/17/2025 -Daughters of the American Revolution -Authority to sign Proclamation

Old Business:

1. Order – 17-2526 – Safety Policy for Public Meetings – V2 Draft

Manager Updates (if any)

- B & G Update
- PW Bids – due on 9/25
- MTP Grant

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

Adjournment

Upcoming Meetings

September 16, 2025 – Downtown TIF Meeting, Police Station 3:00 p.m.

September 24, 2025 – Council Meeting – Fire Station 6:00 p.m.

October 2, 2025 – Building Committee Meeting – Police Station 3:00 p.m.

TOWN COUNCIL MEETING MINUTES

August 20th, 2025

Council Members Present:

Michael Perkins, Chairman
Dana Wrigley, Vice Chairman
Kelly Roderick

Dave Groder
Robert Nutting

Others Present:

Kelly Pinney-Michaud, Town Manager
Chief Rick Stubbert, OPD
Adam Clement, OFD
Matt Hunt-A2Z Computers

Kathleen Paradis, Town Clerk
SGT. Adam Sirois OPD
Jon Cox
Ray Gruber

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

1. **Roll Call:** Roll call was taken, all five council members present.
2. **To consider approving the minutes of July 30, 2025, meeting and July 30, 2025, Public Hearing, and sign the warrant.** A motion was made by Chair Michael Perkins and seconded by David Groder and voted 5-0 to accept the minutes of the council meeting for July 30, 2025. It was moved by Dana Wrigley and seconded by David Groder and voted 5-0 to accept the minutes of the public hearing and be attested by Town Clerk Kathleen Paradis and to sign the warrant.

NEW BUSINESS:

1. **Appoint New Health Officer:** The Town Manger informed the council that Tony Thibodeau has stepped down from being the town's health officer. She went on to say that Nate Smart our Code Enforcement Officer will get his certification and will be sworn in as the new Health Officer. It was moved by Dana Wrigley seconded by David Groder and voted 5-0 to make Mr. Smart our new Health Officer.
2. **VOYA HRA Flex Spending/HRA Benefits Administrator:** Town Manager Kelly Pinney-Michaud the council that VOYA purchased Benefit Strategies and since becoming so big, they have decided not to service companies under 200 employees. The town currently offers employees an HRA and Flex spending and dependent care programs. It

was moved by all to have the Town Manager proceed in looking for a new company to administer our program.

3. **Carry Over:** Town Manager informed the council that the town audit is September 17. We ended the year in good shape with a revenue overage of \$524,741.00. We also had Unexpended Expenses of 190,832.00 for a total of \$715, 573.00. We would like to carry over \$14,900 from elections, \$22,114 from employee separation costs, \$6,699 from police equipment, and from public works \$10,000 from gas and lube, \$22,573 from salt/sand, and \$6,117 from equipment maintenance for a total of \$82,403. Motion was made by Dana Wrigley seconded by Kelly Roderick and voted 5-0 to carry over funds. The over budgeted accounts transfer station \$50,562 , \$30,000 was tipping fees and \$20,000 for trucking fees. Also, general assistance was over \$3600, and the museum \$121.00 for an estimated total of \$474,877. We must also put 25% or \$158,292.50 into our Capital Reserve Account which could help offset our budget next year. Our fund balance would have approximately \$474,877.50 added to it. Dana Wrigley asked on the transfer station overage. Town Manager explained we are hauling more trash which has increased our trucking & tipping expenses. Dana Wrigley made a motion to put the 25% in capital reserve and 75% in fund balance. It was seconded by Dave Groder and voted 5-0.
4. **Website Domain:** The Town Manager explained that our current domain host cannot host a .gov account. We also must be ADA compliant by May of 2026. We received 2 quotes for other hosts. The first one was for A2Z Computers for \$3400 which would include a complete re-do and include Civic Plus Notification system. The annual fee would be \$400. The second quote came from Civic Plus for 4,400. With an annual fee \$4882.10. Dana Wrigley suggested that we go with A2Z Computers a local company. It was seconded by Davide Groder and voted 5-0.
5. **Safety Policy:** The Town Manager and Police Chief Rick Stubbart have been working on Safety Policy for Public Meetings. It was presented to the council members for their review. Police Chief Rick Stubbart stated that this is pretty straight forward policy. It was recommended that something be added about having a time limit for individuals who would like to speak on agenda items. We will follow Roberts Rules of Order. The Town Manager will possibly conduct some training on the policy. She will make some adjustments and bring back to the council.
6. **Civic Ready Mass Notification System:** The council was updated on the mass notification system the town has been using. Currently there are 165 people that have signed up. We are working on ways to let the residents know of this program. We will possibly do a post card with a QR Code, print flyers, and incorporate on new website. It was suggested that we could possibly get a price from the post office for the cost of mailing the postcards.

Managers Report: Nate Smart Coded Enforcement Officer had issued a voluntary compliance notice for the property on the corner and that has since expired. He has now issued a Notice of Violation and we may have to get lawyers involved.

We have received a dividend in the amount of \$4,627 from MMA Works Compensation Fund as our loss is less than 50%. This money will go into the Safety Equipment fund as it did last year.

Nomination papers are now out. They were available on 8/6/25 and must be returned by 9/15/25. Papers taken to date: 1 for RSU 18, 4 for Council and 3 for Budget Advisory. Ray Gruber asked for information in regards to the nomination papers. The Town Manager explained he must see Kathy for the papers and must have 25 signatures of registered Oakland voters to get on the ballot.

Other Business: David Groder stated that Libby Hill looks great and thanked whoever was responsible for the paving. Town Manager explained that we are doing the sidewalks on Fairfield Street and were deciding on paving or concrete. The sidewalks from the corner of Fairfield Street to Korner Store will be done. Kelly Roderick asked if they would be done before the start of school? The Town Manager stated that it would depend on the paving company. The risers on Oak Street have been fixed.

Ray Gruber wanted to thank the council for being able to attend a conference for the Board of Appeals. It was very informative.

Adjournment: It was moved by Kelly Roderick and seconded by David Groder and voted 5-0 to adjourn meeting at 6:28pm.



Safety Policy - Public Meetings

Purpose

To ensure that all public meetings are conducted in a manner that ensures the safety and security of all attendees, including elected officials, employees, and the public.

Scope

This policy applies to all public meetings held by the Town Council, Boards, and Committees, under the jurisdiction of the Town of Oakland.

1. General Expectations

- All attendees shall conduct themselves respectfully and in accordance with **Roberts Rules of Order** established for the meeting.
- Disruptive behavior, including shouting, threats, harassment, or refusal to comply with the meeting procedures, will not be tolerated.
- Individuals exhibiting disruptive behavior may be asked to leave, and law enforcement may be contacted if necessary.

2. Access and Security

- Public meetings will be held in facilities that are accessible to the public and compliant with ADA requirements.
- **30-A MRSA §2608 – A time limit of 2 minutes per resident on agenda items or notify Town Manager one week prior to the meeting to be added to the agenda.**
- Town staff or designated personnel may conduct a safety check of the meeting space prior to the meeting.
- Where appropriate, a police presence may be requested for larger or potentially contentious meetings.

3. Recording and Technology

- The use of audio/video recording devices by the public is permitted unless it disrupts the meeting.

- The Town may record or livestream meetings for transparency and documentation.
- Use of technology to harass or threaten participants (e.g., via online comments during livestreams) is prohibited.

4. Emergency Procedures

- Staff and officials will be briefed on emergency exit procedures.
- In case of a safety threat, the meeting may be paused, recessed, or adjourned at the discretion of the Council Chair or in coordination with law enforcement.

5. Enforcement

- The presiding officer has the authority to warn or remove individuals who violate this policy.
- Individuals who are removed may be barred from attending future meetings for a specific period.
- Law enforcement support may be engaged for any criminal behavior, threats, or repeated safety concerns.

6. Review and Training

- Town staff and officials will receive periodic training on de-escalation, public engagement, and safety protocols.
- This policy shall be reviewed annually and revised as necessary by the Town of Oakland Safety Committee to ensure continued public safety and compliance with state law.