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OAKLAND TOWN COUNCIL AGENDA

11/19/2025 6:00 pm
OAKLAND FIRE STATION

****Public Hearing on Solar Ordinance 5:45 p.m.****

- I. Call to order
- II. Pledge of Allegiance
Roll Call
- III. To consider approving the minutes of October 22, 2025, Council Meeting, and sign the weekly payables warrants.
- IV. Business Agenda:

New Business:

1. Order 25-2526 – MLEAP Presentation (If plaque is received)
2. Order 26-2526 – Audit Presentation – Brantner, Thibodeau & Associates-Craig Costello
3. Order 27-2526 - 1st Reading -Solar Ordinance - Nathan Smart
4. Order 28-2526 - Holiday Schedule – 12/24 – Christmas Eve
5. Order 29-2526 – Brickett Junkyard – Follow-up
6. Order 30-2526 - Budget Calendar and Budget Direction

Manager Updates (if any)

- Façade Workshop Update

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

Adjournment

Upcoming Meetings

Tuesday, December 16, 2025 – Community Engagement Session 6:00 p.m. Oakland Fire Station
December 17, 2025 – Town Council Meeting 6:00 p.m. – Fire Station

TOWN COUNCIL MEETING MINUTES

October 22, 2025

Council Members Present:

Michael Perkins, Chairman
Dana Wrigley, Vice Chairman
Kelly Roderick

David Groder
Robert Nutting

Others Present:

Kelly Pinney-Michaud, Town Manager
LT. Adam Sirois OPD
Donna Doucette
George Bailey
David Savage
Victor Esposito

Kathleen Paradis, Town Clerk
David Coughlin, Chief Oakland Fire Department
Ray Gruber
Laurie Brann
Su Leigh
Nathan Smart, Code Enforcement Officer

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 was taken, all five council members were present.
2. To consider approving the minutes of October 8, 2025, meeting and sign the weekly payable warrant. The motion was made by Dana Wrigley, seconded by Robert Nutting, and voted 5-0 to accept the minutes and sign the warrant.

NEW BUSINESS:

1. 2nd Reading of GA Maximums: Town Clerk Kathleen Paradis informed the council of the GA Maximums for the year 2025-2026. She explained that every year starting October 1st, the State sends the towns new overall Maximums for guidelines to use for general assistance. She explained with the SNAP benefit cut that this program may be getting more applicants than before, but we are working with the local food pantry on that aspect. Dana Wrigley asked if we should have a third meeting because of the cost and situation for the SNAP program. Town Clerk stated she believes we should be all set with these new guidelines. It was motioned by Dana Wrigley and seconded by Robert Nutting and voted 5-0 to accept the new guidelines for GA.
2. Signing of Sewer Commitment for July 2025-September 2025.: The sewer commitment was signed by all five councilors.

3. Overlook Pot-Holes: Town Manager informed the council that the potholes at the Overlook are now fixed.
4. Outdoor Wireless Cameras: The Town applied for and received a MMA Risk Reduction grant in the amount of \$1,817.36 for outdoor wireless cameras for the Library and Pleasant Point Park. Resident George Baily asked if the cameras would have a time imprint as there is a lot of activity in the park after dark. LT Adam Sirois stated that the night shift is aware of the situation and does their best to move any unwanted individuals out of the area. It was motioned by Dana Wrigley, seconded by David Groder, and voted 5-0 to accept the grant funds and new wireless cameras.
5. Library \$10,000 Gift: Town Manager Kelly Pinney-Michaud informed the council that the Oakland Public Library is among the 1280 Carnegie Libraries that is still in existence to receive a gift of \$10,000 from the Carnegie Foundation. It was asked if we should vote to accept the gift or wait until we receive money in hand. Councilor David Groder suggested that we wait to make a vote on the gift until we have received the money. It was then voted 5-0 to wait on accepting the gift.

Other Business:

Town Charter Discussion: The Town Manager opened the discussion by noting that in April 2024, the Town Council reviewed and discussed the Town Charter. Since that time, new laws have been enacted regarding the foreclosure process. The Town Manager also stated that former Town Clerk Janice Porter had previously identified additional revisions that should be considered for the Charter.

The proposed updates include:

- Section 204 Filing Deadline: Changing the filing period from *50 calendar days before elections* to *60–100 days*.
- Special Town Meeting Threshold: Increasing the minimum amount requiring a special town meeting from \$10,001 to \$24,000.

Robert Nutting explained that the process to revise the Charter typically takes approximately two years. The Council would need to appoint and elect a nine-member Charter Review Committee to review and recommend changes.

Mr. Nutting noted that there has only been one special town meeting since 2004—for the approval of \$100,000 to purchase a new heater for the school—and that was the only Charter amendment in that time. He further explained that each proposed amendment must be considered separately and requires:

1. A vote by at least three councilors to move forward.
2. A special meeting and subsequent vote in November.
3. Legal review by an attorney prior to any ballot vote.

If a proposal does not receive support from three councilors, the nine-member committee could still submit it to the attorney, after which a petition with at least 619 signatures would be required to place it on a secret ballot.

It was suggested by Robert Nutting that all ideas should be submitted in a formal proposal from the individual who is making such suggestion, Submit to a council member or the Town Manager. Ray Gruber questioned why an attorney? Mr. Nutting explained that we need to have an attorney review before the secret ballot. Donna Doucette asked if we must look at the charter and get a committee and then have 3 councilors vote? George Bailey asked if the council had any items that they would like to look at? George Bailey asked about the town budget, would it be an amendment or revision? Kelly Roderick stated that if we do revisions, we should look at the entire document. She also asked about wording for a petition how do we manage this. Town Manager stated that we would consult with MMA for an answer. Michael Perkins then suggested that we put this on our website for residents to send in their proposals for changes in writing addressed to the Town Manager. Then we will set up a date to review all documents. It was suggested that we put this item on the agenda for the first council meeting in January.

ADJOURNMENT: It was moved by Kelly Roderick and seconded by David Groder at 6:50pm to end the public hearing.

EXECUTIVE SESSION: It was motioned by Kelly Roderick and seconded by Dana Wrigley to open the executive session at 6:55pm. It was then motioned by Kelly Roderick and seconded by David Groder to end the executive session at 7:25pm.

Adjournment: It was moved by Kelly Roderick, seconded by Robert Nutting, and voted 4-0 to adjourn meeting at 6:45pm.



TOWN OF OAKLAND SOLAR ARRAY ORDINANCE

Adopted: August 25, 2021
Amended: _____, 2025

Section 1. Purpose; Authority

This Town of Oakland Solar Array Ordinance (this “Ordinance”) is adopted pursuant to Article VII, Part 2 of the Maine Constitution and 30-A M.R.S.A. § 3001 (home rule authority). The purpose of this Ordinance is to accomplish the following objectives:

1. To encourage the development of small-scale on-site energy production and consumption.
2. To protect the public health and safety.
3. To promote the general welfare of the community.
4. To conserve the environment, wildlife habitat, fisheries, and unique natural areas, and
5. To fit these systems harmoniously into the fabric of the community by providing standards for alternative energy systems and other types of arrays.

Section 2. Administration

1. The Oakland Planning Board and Code Enforcement Officer are hereby vested with the authority to administer this Ordinance.
2. Any Solar Energy Conversion Array (“SECA”) that is exempt from this Ordinance must obtain a building permit from the Town of Oakland Code Enforcement Officer. Before granting a building permit, the Code Enforcement Officer must find that the proposed Solar Energy Conversion Array will comply with the requirements of this Ordinance and all applicable statutes, regulations, and other ordinances.

Section 3. Permitted Solar Energy Conversion Arrays

The following Solar Energy Conversion Arrays are allowed with a building permit from the Town of Oakland Code Enforcement Officer and subject to Section 5 of this ordinance, General Standards and Design Standards for Solar Energy Conversion Arrays.

1. Roof-mounted SECAs on any legally permitted residential dwelling unit or residential accessory structure.
2. Roof-mounted SECAs for any legally permitted non-residential or commercial use building.

3. Ground-mounted, pole-mounted or elevated SECAs for any residential, non-residential or commercial use with a Panel Area less than 5,000 square feet.
4. Building-integrated SECAs (i.e., shingles, hanging solar, canopy, etc.).
5. Repair or replacement of SECA components that do not enlarge the surface area of the existing SECA.

Section 4. Prohibited Solar Energy Conversion Arrays

The following Solar Energy Conversion Arrays are prohibited within the Town of Oakland:

1. Large-Scale Solar Energy Conversion Arrays, as defined in this Ordinance.

Section 5. General Standards and Design Standards for Solar Energy Conversion Arrays

1. An SECA shall not be constructed until a Solar Array Complex Plan has been approved by the Town of Oakland Code Enforcement Officer and a building permit has been issued.
2. The weight of any SECA proposed to be roof mounted on a non-residential or commercial structure shall be calculated and the applicant must submit a determination by a registered engineer with stamped certification or finding that the underlying structure can accommodate the additional weight of the SECA.
3. All SECAs shall be operated and located such that no disruptive electromagnetic interference with signal transmission or reception is caused beyond the site. If the Code Enforcement Officer determines that the system is causing disruptive interference beyond the site, the Code Enforcement Officer shall issue a notice of violation and direct the system operator to promptly eliminate the disruptive interference or cease operation of the system.
4. Array placement must be designed to minimize or negate any solar glare on nearby properties and roadways.
5. A ground, pole- mounted or elevated SECA shall have a maximum height of 20 feet as measured from the ground level to the system's highest point at full tilt.
6. Any height limitations of this Ordinance shall not be applicable to roof-mounted SECAs provided that such structures are erected only to such height as is reasonably necessary to accomplish the purpose for which they are intended to serve.
7. Array installations shall not obstruct solar access to neighboring properties.
8. The SECA structure shall be non-reflective with either a mill finish, galvanized finish or a color that blends the system and its components into the surrounding landscape to the greatest extent possible and incorporates non-reflective surfaces to minimize any visual disruptions.

Section 6. Retroactivity Clause

Notwithstanding the provisions of 1 M.R.S.A § 302, and regardless of the date on which it is approved by the Town Council, this Ordinance shall be effective as of August 1, 2021 and shall

govern any and all applications for permits or approvals required under the applicable laws of the Town of Oakland that were or become pending before any officer board or agency of the Town of Oakland on or at any time after August 1, 2021.

The 2025 amendments to this Ordinance are expressly intended to and shall have retroactive effect. Notwithstanding 1 M.R.S.A. § 302, and regardless of the date on which the amendments are approved by the Town Council, the 2025 amendments to this Ordinance shall govern and apply to all proceedings and applications for Solar Energy Conversion Arrays that were or are pending before any officer, board, or agency of the Town of Oakland on or at any time after December 4, 2024.

Section 7. Conflicts; Savings Clause

If any section or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

Section 8. Violations and Enforcement

Violations of this Ordinance shall be subject to per-day penalties in accordance with 30-A M.R.S.A. § 4452 and the violator shall be assessed the Town's reasonable attorney fees and costs. The Code Enforcement Officer shall have authority to enforce this Ordinance.

Section 9. Definitions

Panel Area: (1) The aggregate surface area of roof occupied by a roof-mounted SECA, or (2) the aggregate area of land occupied by a ground-mounted, pole-mounted or elevated SECA, including but not limited to: (i) solar panels and associated mounting hardware and equipment, (ii) all inter-panel space, and (iii) all impervious surfaces. "Panel Area" does not include parking lots, driveways, or roadways used to access the SECA or any areas adjacent to the SECA that are vegetated by grasses and must, by virtue of a legal instrument, be kept free of structures, trees, or shrubs in order for the system to capture sunlight. "Panel Area" includes any land area that is part of a plan or process of SECA development that takes place on contiguous lots or non-contiguous lots located within ¼ mile of each other and exhibits characteristics of a unified approach, method, or effect (including unified ownership, management, or supervision; sharing of common equipment or labor; or common financing).

Solar Energy Conversion Array (SECA): The components and subsystems required to convert solar energy into electric or thermal energy suitable for use. The term applies, but is not limited to, solar photovoltaic (PV) systems, solar thermal systems, concentrated solar thermal installations, and solar hot water systems. Examples of SECAs include, but are not limited to, solar heating panels, solar photovoltaic panels, concentrated solar thermal installations, and antenna arrays.

Solar Energy Conversion Array, Large-Scale: A ground-mounted, pole mounted or elevated SECA with a Panel Area that exceeds 5,000 square feet. Under this Ordinance, Large-Scale SECAs are prohibited.

11/19/2025

FY27 BUDGET GUIDANCE

PROPOSED INCREASES

9/2025 North East CPI - 3.1 % COLA = \$ 75,410.50

3.0 % COLA = \$73,649.55

2.7 COLA = \$69,366.70

2.5% COLA = \$64,844.80

Police Union Wage Increase - \$ 26,041.60 (Contractual)

HEALTH INSURANCE – MAINE EMPLOYEE HEALTH TRUST - 9% Increase

Per Year Town Annual Cost per Employee

Employee- 100% 21 employees	26,094.60	\$103.55 PER MONTH INCREASE
Employee Child 96% 10 Employees	19,108.18	\$9.74 PER MONTH INCREASE
Family -80% - 8 people	17,841.22	\$185.85 PER MONTH INCREASE

Total \$63,044 ANNUAL INCREASE/\$2,991.40 MONTHLY INCREASE

PROPOSED CAPITAL REQUESTS

Assessing Revaluation = \$20,400

Memorial Hall – \$10,000

Transfer Station – Scale \$10,000

Fy25 Lease Purchase - \$124,906 (YEAR 3 OF 3)

Fy26 Lease Purchase - \$156,724 (YEAR 2 OF 5)

TOTAL: \$ 324,030

COMMUNITY ENGAGEMENT SESSION

Tuesday, December 16th
6:00pm - 7:00pm
Oakland Fire Station

Help voice your opinion to shape future projects like: improving stormwater systems, developing a Capital Investment Plan, and protecting drinking water.

The Community Resilience Partnership is a statewide program that helps Maine towns plan and fund local projects that make our communities safer, more sustainable, and better prepared for the future.

Your input will guide real, funded projects in our community. All are welcome!

Questions? Contact Olivia
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