



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

OAKLAND TOWN COUNCIL AGENDA
12/17/2025 6:00 pm
OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance

Roll Call
- III. To consider approving the minutes of November 19, 2025, Council Meeting, and sign the weekly payables warrants.
- IV. Business Agenda:

New Business:

1. Order 31-2526 – MLEAP Presentation
2. Order 32-2526 – 3-year Appointment of Assessor -Nichole Stenberg
3. Order 33-2526 – Revaluation Update
4. Order 34-2526 – 2nd Reading - Solar Ordinance - Nathan Smart
5. Order 35-2526 – 2nd Reading – Public Spaces Ordinance
6. Order 36-2526 – Acceptance of Donation for Memorial Hall
7. Order 37-2526 - Maine Trails Bond Update & Grant Award

Manager Updates (if any)

- Plaque Presentation
- Continued Budget Discussion

Executive Session:

1. 1 M.R.S.A. § 405 (6) (F) - Discussion of Confidential Records
2. 1 M.R.S.A. § 405 (6) (D) – Labor Negotiations

Adjournment

Upcoming Meetings/Events

December 18, 2026 – Evening of Hope, Fundraiser for the Hannon Family-5-8pm @ Swish Indoor Golf
January 14, 2026 – Town Council Meeting 6:00 p.m. Oakland Fire Station
January 15, 2026 – Building Committee Meeting 4:00 p.m. Oakland Police Station
January 28, 2026 - Town Council Meeting 6:00 p.m. Oakland Fire Station

TOWN COUNCIL MEETING MINUTES NOVEMBER 19, 2025

Council Members Present:

Michael Perkins, Chairman
Dana Wrigley, Vice Chairman
Kelly Roderick

David Groder
Robert Nutting

OTHERS PRESENT:

Kelly Pinney-Michaud-Town Manager
Cheryl Gould-Finance Director
Boyd Snowden-Town Engineer
Jon Cox
Edward Roderick
Janet Lund
Michelle Fontaine
Dan Swett

Kathleen Paradis-Town Clerk
Nate Smart-Code Enforcement Officer
Adam Sirois-OPD-Lieutenant
Sue Leigh
Ray Gruber
Anita Chadderton
Raymond Brickett

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 and all five councilors were present.
2. **Approving the Minutes for the October 22, 2025, meeting:** It was moved by Dana Wrigley, seconded by Davide Groder, and voted 5-0 to accept the minutes of the October 22, 2025, meeting.

NEW BUSINESS:

AUDIT PRESENTATION: Craig Costello of Brantner, Thibodeau & Associates gave the councilors a zoom presentation on the Town of Oakland's FY2025 Audit. Mr. Costello stated that the town was much improved from the previous year. He commended the staff members with the help given during the audit in receiving all necessary documents needed. He proceeded to go through certain pages and highlights that he wanted to give attention to. One comment was that the bank reconciliation should show full outstanding check and that has already been corrected. In a synopsis the Town Of Oakland had a particularly good audit this year. Councilor Robert Nutting noted that on Page 7 of the Management Discussion the fourth point on long term loan first sentence should be an increase. It was noted and will make necessary changes to read increase.

SOLAR ORDINANCE FIRST READING: Nate Smart Code Enforcement Officer gave a brief synopsis of the Public Hearing held this evening before the council meeting. Councilor Dana Wrigley asked on page 1 section 2 paragraph 2-SECA exempt? This section will be redone to comply with the under 5,000 square feet. Edward Roderick asked if the limit was also limited to if you break off a piece of land or lot? If you break it off, you could build. A motion was made by Dana Wrigley and seconded by Robert Nutting to accept this as a first reading. It was voted and accepted 5-0.

HOLIDAY HOURS: Town Manager Kelly Pinney-Michaud advised the council that there are a lot of towns closing early on Christmas Eve Day. Traditionally the Town of Oakland is open until 12:00pm on this day and the employees have the afternoon off to spend with their families. A motion was made by Dana Wrigley, seconded by David Groder, and voted 5-0 to close at 12:00pm on Christmas Eve Day.

Council Chair Michael Perkins asked about the work- day for Wednesday, the day before Thanksgiving. Kathleen Paradis Town Clerk advised that this is a slow day at the office with very few residents coming in on that day. Council Chair Michael Perkins made a motion to close at 2:00pm. Councilor Kelly Roderick stated that people would be coming in as the Town is closed on Friday. The motion was then made by Michael Perkins and seconded by Dana Wrigley and voted 4-1 with Councilor Kelly Roderick opposes to close all non - essential offices at 2:00pm.

RAYMOND BRICKETT JUNKYARD: Code Enforcement Officer Nate Smart advised the councilor that Mr. Brickett has attempted to clean the front yard area and he is grandfathered from before the ordinance went into effect. Mr. Brickett is in compliance with the junkyard ordinance. Councilor David Groder asked about the items in the front of the residence. He stated that we have been down this road before with Mr. Brickett. It was asked if Mr. Brickett will be doing any other cleaning of such items? Councilor Groder also asked if this ordinance was from the road? Nate Smart stated it was for the junkyard. Councilor Kelly Roderick motioned that a permit be issued to Mr. Brickett for the junkyard and then come back to address the other issues on the property. Councilor Michael Perkins asked if a fence could be put up to separate the property lines. Mr. Brickett explained that it had all been surveyed. The motion stood with Councilor Kelly Roderick to issue the permit it was seconded by Dana Wrigley and voted 4-1 with Councilor David Groder voting against to issue permit.

BUDGET CALENDAR: Town Manager Kelly Pinney-Michaud advised the council that we need to start working on the budget for next year. She asked if we could use 3.1% COLA (September 2025, NECPI) which is approximately \$75,000 increase, if we use 3.0% it would be \$73,000, and 2.7% would be \$69,000. She also gave the following figures and stated most departments are looking very good in their current budget for this time of the year. She stated that she needs a starting point.

3.1 % COLA

9% Health Insurance Increase

Previously there was \$125,000 put into the budget for assessing next year it will be \$20,400.

\$10,000 for Memorial Hall

\$10,000 for the Transfer Station Scale

\$124,906 for the 2025 Lease the third-year payment (last payment)

We are in year 2 of 2026 lease, we have sold one plow truck and there is interest in another one.

With the sale of the vehicles, we could knock down the price of lease.

There are eight employees making less than \$25.00 an hour and she would like to bring them up to \$25.00 .

These employees are laborers and work for maintenance and public works. Councilor Robert Nutting stated that he would like to see a list with figures at the next meeting. A motion was made by Dana Wrigley and seconded by Robert Nutting and voted 5-0 to accept with 3.1% COLA with the Town Manager bringing back some figures at the next council meeting.

MANAGERS UPDATE: Town Manager Kelly Pinney-Michaud spoke to the council regarding the Façade Program. Applications are due on January 15, 2026, and businesses request a grant within the 3 categories.

The town will be hosting a Community Engagement Session along with KVCOG which will be held on 12/16/25 at the Fire Station, this program is to help Maine Towns fund projects. There is grant money available, and we'd love to hear from the citizens on initiatives they are interested in.

FINANCIAL UPDATE: Revenues are up 8.5% from last year. \$2.3 Million in the bank. The town has earned \$34,323 in interest to date.

NEW COUNCILORS: The newly elected councilors will be sworn in at the first meeting in January on the 14th, 2026.

BUDGET AND ADVISORY: Susan Leigh was elected to council, so her term on the Budget and Advisory Committee will have to be filled. This is usually with the person who received the most votes not elected to the committee, that person being John Irwin. Town Manager asked council to ok Mr. Irwin to finish out Ms. Leigh's term. A motion was made by Dana Wrigley, seconded by Kelly R, and voted 5-0 for Mr. Irwin to finish Ms. Leigh's term.

MEMORIAL HALL ROOF: Town Manager Kelly Pinney-Michaud spoke to the council regarding the need to repair the metal roof at Memorial Hall and the Historical Firm, Barba Wheelock recommend installing a slate roof that would bring it back to original historical feature. The committee is planning to apply for a Maine Historical Preservation grant to cover the bulk of the cost. Dana Wrigley asked for the cost of the slate roof Kelly Roderick stated that it would be approximately \$310,000 for slate and approximately \$150,000 for metal. The grant will help cover the cost and is due by 12/5/25. We would have a decision in the early spring of 2026. Michelle Fontaine explained that we would have to contribute 75% no matter what roof is decided - if the grant request is approved. David Groder asked to be sure that it was no town money being used. Kelly Pinney-Michaud stated that there has been approximately \$69,000 raised so far. Ed Roderick spoke about alternative composite/ABS roofing which the Town Manager will get a quote on. Michael Perkins made a motion for the town manager to apply for the grant and Dana Wrigley seconded and voted 4-1. Councilor Kelly Roderick abstained from the vote.

CASCADE MILL: Kelly Pinney-Michaud updated the council on the town taking over ownership of the abandoned mill. David Groder stated that we should obtain legal advice before making any decisions. Robert Nutting agreed. Kelly P.M will see a legal opinion.

KVCOG PLAQUE PRESENTATION: Town Manager Kelly Pinney-Michaud presented Councilor Dana Wrigley with an engraved plaque of appreciation from KVCOG for his many years served on the Board of Directors.

It was motioned by Kelly Roderick, seconded by David Groder, and voted 5-0 to end the public council meeting and go into executive session at 7:00pm.

EXECUTIVE SESSION: Executive session started at 7:03pm. There was a lengthy discussion with no vote taken. It was moved by Dana Wrigley and seconded by Bob Nutting at 7:46pm and voted 5-0 to cease the talks. It was motioned by Michael Perkins, seconded by Dana Wrigley, and voted 5-0 to end executive session at 7:55pm.



A Program of the Maine Chiefs of Police Association
www.mainechiefs.com

November 17, 2025

Dear Chief Stubbert,

On behalf of the Maine Chiefs of Police Association, I congratulate you and the entire Oakland Police Department on achieving accreditation with the Maine Law Enforcement Accreditation Program (MLEAP). This prestigious recognition is a testament to your department's dedication, exceptional professionalism, and commitment to upholding the highest law enforcement standards.

The journey to accreditation is rigorous and demanding. It requires meticulous attention to detail, comprehensive policy development, and sustained effort across all department levels. Reaching accreditation status is a milestone and a testament to your department's commitment to excellence in service to your community. The standards set by MLEAP not only promote transparency and accountability but also emphasize the importance of continuous improvement within law enforcement agencies.

As you continue to build on this achievement, I am confident that the Oakland Police Department will serve as a leading example of integrity, effectiveness, and community partnership in law enforcement.

Once again, congratulations on this remarkable accomplishment. Please extend my sincere appreciation and congratulations to all members of your department. Your hard work and commitment to excellence have paid off, and we look forward to your continued success and leadership in the law enforcement community.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Scott Stewart', with a stylized flourish at the end.

Chief Scott Stewart
President
Maine Chiefs of Police Association



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.

Town of Oakland, Maine

Control of Public Areas Ordinance

(As Amended Through August 21, 2013)

ARTICLE I — TITLE AND PURPOSE

This ordinance shall be known as the Town of Oakland Control of Public Areas Ordinance. Its purpose is to establish reasonable rules and regulations governing the use of public lands, parks, playgrounds, trails, and related facilities within the Town of Oakland to ensure public safety, protect municipal property, and preserve the quiet enjoyment of these areas for all residents.

ARTICLE II — PUBLIC LANDING

1. Hours of Access:

No person or vehicle shall be within the Public Boat Landing area from dusk to dawn, except those authorized by the Town Manager, Sexton, Police Chief, or Fire Chief. The Public Boat Landing is defined as a section of Lot 194 on Tax Map 14.

Swimming in the designated Public Landing area is prohibited at all times.

2. Motorized Vehicles:

The operation of snowmobiles or all-terrain vehicles (ATVs) is prohibited within the playground or swim area, except as authorized by the Town Manager or designee, or when assisting emergency personnel or law enforcement.

3. Animals:

Dogs will not be allowed at the public landing only to be loaded into or unloaded from a boat.

4. Feeding of Wildlife:

Feeding of waterfowl is prohibited.

5. Alcohol & Smoking:

Consumption of Alcohol or Smoking is prohibited.

ARTICLE III — SEXTON'S GARAGE AREA

1. Hours of Access:

No person or vehicle shall be within the Sexton's Garage area from dusk to dawn unless

authorized by the Town Manager, Sexton, Police Chief, or Fire Chief. This area is defined as Map 14, Lot 195.

2. **Motorized Vehicles:**

The operation of snowmobiles or all-terrain vehicles (ATVs) is prohibited within the playground or swim area, except as authorized by the Town Manager or designee, or when assisting emergency personnel or law enforcement.

3. **Animals:**

Dogs are not permitted at the Sexton's Garage area at any time.

4. **Alcohol and Smoking**

Consumption of Alcohol or Smoking is prohibited.

ARTICLE IV — FAIRFIELD STREET PLAYGROUND

1. **Hours and Parking:**

No person shall be on the playground property from dusk to dawn unless authorized by the Town Manager, Sexton, Police Chief, or Fire Chief. No vehicles may be parked on this property at any time. This property, the former site of the Town Garage, is identified as Map 15, Lot 47.

2. **Motorized Vehicles:**

The operation of snowmobiles or all-terrain vehicles (ATVs) is prohibited within the playground or swim area, except as authorized by the Town Manager or designee, or when assisting emergency personnel or law enforcement.

3. **Animals:**

Dogs are not permitted at the Fairfield Street Playground at any time.

4. **Alcohol and Smoking:**

Consumption of Alcohol or Smoking is prohibited.

ARTICLE V — PUBLIC SWIM AREA

1. **Hours and Restrictions:**

No person or vehicle shall be within the Public Swim Area from dusk to dawn, except those authorized by the Town Manager, Sexton, Police Chief, or Fire Chief. This area is located on a section of Lot 194 on Tax Map 14.

Use of the Public Swim Area is restricted to Oakland residents only.

The docking, launching, or use of any boat within the designated swim area is prohibited.

2. Motorized Vehicles:

The operation of snowmobiles or all-terrain vehicles (ATVs) is prohibited within the playground or swim area, except as authorized by the Town Manager or designee, or when assisting emergency personnel or law enforcement.

3. Animals:

Dogs are not permitted at the Public Swim Area at any time.

4. Feeding of Wildlife:

Feeding of waterfowl is prohibited.

5. Alcohol and Smoking:

Consumption of Alcohol or Smoking is prohibited.

ARTICLE VI — PLEASANT POINT PARK

1. Hours and Restrictions:

No person or vehicle shall be within the Pleasant Point Park area from dusk to dawn, except those authorized by the Town Manager, Sexton, Police Chief, or Fire Chief. This park is located on Lot 54 of Tax Map 32.

Use of Pleasant Point Park is restricted to Oakland residents only.

The docking, launching, or use of any boat within the designated swim area is prohibited.

2. Hunting:

Hunting within Pleasant Point Park is prohibited.

3. Vehicles:

The operation of vehicles, snowmobiles, or ATVs on the playing fields or beyond the lower entrance gate is prohibited, except as authorized by the Town Manager or designee, or when assisting emergency personnel or law enforcement.

4. Animals:

Dogs are permitted on the ball fields by leash only. Owners must clean up after them.

Dogs are allowed off leash in the back area and on leash in the “Designated Dog Walking” area if they are under control. Owners must clean up after their dog.

Dogs must be kept out of the designated swimming area.

5. Feeding of Wildlife:

Feeding of waterfowl is prohibited.

6. Alcohol and Smoking:

Consumption of Alcohol or Smoking is prohibited.

ARTICLE VII — MESSALONSKEE STREAM TRAIL AREA

1. Hours of Access:

No person shall be within the Messalonskee Stream Trail area from dusk to dawn, except those authorized by the Town Manager, Police Chief, Fire Chief, Recreation Director, or their designee.

2. Motorized Vehicles:

The operation of snowmobiles, ATVs, automobiles, trucks, or any other motorized vehicles is prohibited within the trail area, except for emergency or maintenance purposes authorized by the Town Manager, Police Chief, Fire Chief, Recreation Director, or Public Works Director.

3. Handicap Access:

Handicap access using wheelchairs, motorized scooters, or other mobility aids is permitted from the KMD parking area only.

4. Prohibited Activities:

Camping, smoking, open fires (including propane stoves, lanterns, or heaters), and the possession or use of alcoholic beverages are prohibited within the Messalonskee Stream Trail area.

5. Drug-Free Zone:

The Messalonskee Stream Trail Area shall be posted as a Drug-Free Safe Zone in accordance with Title 30-A M.R.S.A. §3253.

ARTICLE VIII — CARRY-IN BOAT LAUNCH (MUNICIPAL GARAGE)

1. Hours of Access:

No person or vehicle shall be within the Carry-In Boat Launch area from dusk to dawn, unless authorized by the Town Manager, Public Works Director, Police Chief, or Fire Chief. This area is defined as Map 16, Lot 12.

ARTICLE IX — ENFORCEMENT AND PENALTIES

1. Enforcement Authority:

The Oakland Police Department shall be responsible for enforcing this ordinance.

2. Penalties:

Violations of any section of this ordinance shall be subject to a fine of not less than \$50.00 and not more than \$75.00 for each offense.

3. Disposition of Fines:

All fines collected under this ordinance shall accrue to the Town of Oakland General Fund.

ARTICLE X — EFFECTIVE DATE AND ADOPTION

This ordinance was originally adopted by the Town of Oakland and subsequently amended on the following dates:

September 27, 2006; August 26, 2009; October 27, 2010; January 25, 2012; and August 21, 2013.

IN WITNESS WHEREOF, the Town Council of the Town of Oakland hereby adopts the *Control of Public Areas Ordinance* as amended this ____ day of _____, 20__.

Council Member

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attest:

Town Clerk, Town of Oakland

Date: _____



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
GRANTS & COMMUNITY RECREATION
124 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

November 26, 2025

John Gardner
Town of Oakland
105 Highland Drive
Oakland, ME 04963

RE: MTP 2025 Grant Cycle

Dear John Gardner,

Congratulations, the Department of Agriculture, Conservation and Forestry's Maine Trails Program application for the **Oakland Trails - Trailhead Parking Lot and Updates to Messalonskee Stream Trail** has been selected to receive **\$151,024.00** in funding. As this is the inaugural funding cycle of the Maine Trails Program, the program is particularly pleased to support this project and begin building strong partnerships with communities and organizations across the state. Before a fully executed Project Agreement can be issued, several administrative steps must be completed. The target is to finalize the Project Agreements in time for a March 2026 project start date.

This notice does not constitute the formation of a Project Agreement between the Department and Town of Oakland. Note that any costs incurred prior to receipt of a fully executed Project Agreement are not eligible for reimbursement or for use as match, nor are any volunteer efforts or in-kind services. However, bid solicitation may begin at this stage, provided all program guidelines are followed, and language is clearly inserted into any selected bid contract indicating that Town of Oakland's final commitment is contingent on its receipt of the fully executed Project Agreement with the Department.

A copy of the fiscal guidance is included with this letter. Applicants are encouraged to review these materials and share them with all staff involved in managing the project. Close attention to the requirements for price quotes, bidding, and the timing of eligible costs and match will help ensure a smooth process. If you are not the designated project manager, please share this information with them and notify our staff of whom to communicate with moving forward.

All project managers are required to attend a grant management workshop to help ensure a successful and compliant project from start to finish. This workshop is expected to be scheduled for February, with further details provided once available.

If you have any questions, please don't hesitate to contact me. We look forward to working with you on the successful, timely, and compliant completion of your project.

Sincerely,

Adam Fisher

Adam Fisher

ADAM C. N. FISHER, PROGRAM MANAGER
MAINE TRAILS PROGRAM
54 INDEPENDENCE DRIVE, AUGUSTA, ME 04333



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