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OAKLAND TOWN COUNCIL AGENDA

1/28/2026

6:00 pm

OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from January 14, 2026, and signing the weekly payables warrant.
- V. Business Agenda:

New Business:

1. Order 42-2526 Sign Sewer Commitment October 2025-December 2025
2. Order 43-2526 Accept Funds from Bureau of Parks & Land for the Park-n-Ride
3. Order 44-2526 Memorial Hall Update

Old Business:

1. Order 45-2526 Draft Charter Survey/Other info for public-V1

Manager Updates (if any)

- Pond Road Tree

Executive Session

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

Adjournment

Upcoming Meetings:

Thursday 2/5/26 – Budget Meeting – Police Station 6:00 p.m.
Tuesday 2/10/26 - Budget Meeting – Police Station 6:00 p.m.
Wednesday 2/11/26- Council Meeting – Fire Station 6:00 p.m.
Thursday 2/12/26 – Budget Meeting Police Station 6:00 p.m.
Thursday 2/19/26 – Building Committee Meeting – Police Station 4:00 p.m.
Thursday 2/19/26 – General Assembly – First Park Meeting @ Police Station 5:00 p.m.
Tuesday 2/24/26 – Budget Meeting – Police Station – 6:00 p.m.
Wednesday 2/25/26 – Council Meeting – Fire Station – 6:00 p.m.

TOWN COUNCIL MEETING MINUTES

JANUARY 14, 2026

Council Members' Present:

Michael Perkins, Chairman
Dana Wrigley, Vice Chairman
Kelly Roderick

Su Leigh
Robert Nutting

OTHERS PRESENT:

Kelly Pinney-Michaud-Town Manager
Michelle Fonatine
Anita Chadderton

Kathleen Paradis-Town Clerk
Janet Lund
Jon Cox

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. **Swearing in of Michael Perkins and Susan Leigh:** Town Clerk Kathleen Paradis swore in re-elected councilor Michael Perkins and newly elected councilor Susan Leigh.
2. **Council Vote to Elect Chair and Vice Chair:** The Town Clerk then had the council vote for a Chair and Vice Chair by secret ballot. It was voted 4-1 for Michael Perkins to be Council Chair also voted 4-1 for Dana Wrigley to be Vice Chair.
3. **Roll Call:** Council Chair Michael Perkins then took roll call. All five council members were present.
4. **To approve the minutes of the December 17,2025 meeting and signing of the weekly payables Warrant:** It was moved by Dana Wrigley and seconded by Kelly Roderick and voted 5-0 to approve the minutes of the December 17,2025 meeting. The weekly warrant was also signed by the councilors.

NEW BUSINESS:

1. **Sign Municipal Resolution to become a Community Resilience Partnership Member:** Town Manager Kelly Pinne-Michaud informed the council that they had held an informational meeting, and it went very well. She explained about the grants available for sewer lines, water as well as other projects for the town. She asked the council if she could have a motion to apply for the grant money available. It was motioned by Dana Wrigley and seconded by Susan Leigh and was voted 5-0 to have the Town Manager move forward with the Community Resilience Partnership.
2. **New Road off Oak Street-Pink Skies Drive:** Town Manager explained that Nathan Smart, the Code Enforcement Officer, was unable to be at the meeting, so she explained to the council that there is a new road by 333 Oak Street, Don Nile's residence that they would like to name Pink Skies Drive. It was moved by Dana Wrigley and seconded by Robert Nutting and voted 5-0 to accept the new road name.

3. **Fuel Bids 2026-2027 Budget:** The Town Manager informed the council that she has received bids from Fabian Oil, Dead River, Dennis K. Burke for fuel, gas and diesel for the 2026-27 budget: She also stated that the following prices were received as follows:

Dennis K. Burke: **\$2.39 for Diesel** **\$2.29 for Gasoline**

Fabian Oil: **\$1.239 for Propane** **\$2.299 for #2 Oil**

The Town Manager asked the council if she could accept and secure this pricing for the upcoming budget year. It was motioned by Kelly Roderick and seconded by Susan Leigh and voted 5-0 to lock in the pricing with Dennis K. Burke for diesel and gasoline, as well as Fabian Oil for propane and oil.

OLD BUSINESS:

The Town Manager stated at a previous council meeting it was discussed that we start looking at updating the Town Charter in January. She asked the council for guidance on proceeding with moving ahead with updates. Councilor Kelly Roderick stated that she had not seen any information on the website regarding the charter changes. Kelly Pinney-Michaud Town Manager explained that our new website will be completed soon, and she will have Matt Hunt put the information on the new website. She also stated that we would move the date to revisit the new changes by April 15, 2026. Resident Michelle Fontaine asked if there could be a link that residents could access to the charter. The Town Manager will make sure that this will be available. It was agreed that we revisit the Charter at an April Council meeting.

MANAGER'S UPDATES:

1. **Mission Square 457 Roth Option:** The Town Manager informed the council members that a retirement representative had recently spoken to employees regarding the 457 Roth Option. The town currently offers 401A where the Town and the employee both contribute. The town would like to offer the employees the 457 Roth option that is 100% employee contribution only and no town match involved. This would be a third option for employees. Councilor Susan Leigh stated that the employees could add more at their discretion. The Town Manager stated yes. It was moved by Dana Wrigley, seconded by Susan Leigh, and voted 5-0 to offer the 457 Roth Option to employees.
2. **Transfer Station Scale:** The Town Manager informed the council that the scale at the transfer station is now up and running. Our Building & Grounds crew fixed the scale during the most recent issue, but we should start thinking about replacing it. Councilor Miichael Perkins asked if it had been priced out? Town Manager stated yes that Dylan is doing some price checking and we have roughly \$60K in savings as we have been putting money away for this, knowing it was coming.
3. **Oakfest 2026:** The Town Manager informed the council that a committee has been put together for this event, and we have our first committee meeting next week. She also informed the council that the car show will be Saturday, July 25 as we had the car show being advertised in the New England Car show book.
4. **MMA Grant MLEAP:** The Town Manager informed the council that the Police Department had received a grant from MLEAP for \$2500. She would like to put into the Police Department training budget. She stated that this would be put in for further training to keep up the accreditation of the department. It was moved by Dana Wrigley and seconded by Robert Nutting and voted 5-0 to put said grant into the training budget.

5. **2025 Death Report, Town Report Dedication and Spirit of America Award:** The Town Manager provided the 2025 report of deaths of Oakland residents to the council. This report will be in the 2025 Town Report. Also, it is time to think about the dedication for the Town Report and as a recipient for the Spirit of America Award. She stated that last year the Town Report was dedicated to Town Clerk Janice Porter who had put in 47 years of service working for the town. She would like to have some suggestions on whom we should dedicate this year's report to as well as names for the Spirit of America Award.
6.

The Town Manager also stated that the budget is approximately 95% done. She then asked the council what direction they would like to take regarding the 3rd party requests. She stated that there is approximately \$22,000 in requests and there is a \$400,000 increase to the budget this coming year as it stands now. The increase is due to health insurance, P & C Insurance, Delta Ambulance and general increases in costs and goods. She stated that we are not able take as much from the fund balance as we must keep 10% of our expenses in reserve.

Regarding the 3rd Party Request Councilor Michael Perkins stated we should omit the request for this year. Councilor Dana Wrigley stated that Delta Ambulance would be \$60.00 per capita and this year it is \$35.00 per capita. Councilor Robert Nutting stated there should be no discretionary spending this year. Resident Michelle Fontaine stated residents should be able to give to the agencies that they would like to contribute to.
7. **Discontinuation of the Penny:** The Town Manager informed the council that the town would either have to round up or down- giving the residents their change back if paying in cash. She stated that we need to come up with a process when pennies are involved. We could have the citizen decide to put the 2¢ or whatever the amount be into a fundraising effort such as the Memorial Hall Fund, Oakland Food Bank, or some other town project or committee. Councilor Robert Nutting suggested that maybe we round up and/or do a different fund to contribute to each month. Councilor Kelly Roderick suggested that we make a poster informing the taxpayers of the shortage and the options that they would have.

OTHER BUSINESS:

Councilor Kelly Roderick had stated that she had asked the Town Manager regarding obtaining a Deer Crossing Sign from DOT. The Town Manager stated that she had sent an email to DOT on 11/4/25 and has not heard back she will follow up with DOT. Councilor Roderick also stated that there is a tree in the vicinity of 340-370 Snow Pond Road that is over in the road. The Town Manager will have our public works department go take a look it. It was also noted that the Pond Road is a State Road.

Councilor Dana Wrigley made a statement regarding the dam removal. He stated that he was very concerned that if taxpayers who are employed at SAPPI start to lose their jobs and cannot afford to pay their property taxes this would be a big problem for the town. He suggested that we have Kim Linloft of the Mid Maine Chamber come to speak to the council at a future meeting with some insight into this situation. The Town Manager also stated that there are many individuals writing letters against such removal of the dam. Councilor Robert Nutting state that the Dam is going to an LLC and that SAPPI is getting involved with such.

Councilor Michael Perkins asked if we could have a porta potty at Mcgrath Pond in the wintertime for ice fishing, etc. Town Manager will look into this. Also, he asked if we could put some rocks at the overlook as there have been some vehicles that have gone into the ditch and have had to be pulled back onto the road by a wrecker. He also suggested that regarding the scale at the transfer station there should be an overhang so the ice would not build up. Town Manager stated that the Transfer Station Manager had also made the same suggestion.

Councilor Perkins also stated that he had information from Senator Susan Collins Office that the grant for Memorial Hall has passed. The Town Manager also stated that the grant for the Police Department Cameras has also moved onto the next phase.

It was motioned by Dana Wrigley and seconded by Michael Perkins and voted 5-0 to adjourn the meeting at 6:40pm and enter executive session.

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 and end executive session. It was motioned by Su Leigh, seconded by Kelly Roderick, and voted 5-0 to adjourn at 7:50pm.

Town of Oakland, Maine

Town Charter Review Citizen Survey

Dear Oakland Resident,

The Town of Oakland Charter was last reviewed in 2004. This document serves as the community's foundational governing document. It establishes our manager–council form of government, defines the roles of elected officials and boards, and outlines how key decisions are made.

The Town Council is asking for citizen input of the Charter to ensure it remains clear, effective, transparent, and aligns the current best practices recommended by the Maine Municipal Association (MMA).

This short survey (approximately 5–7 minutes) is designed to gather resident input on what is working well and what may need clarification or modernization. Your feedback will help guide whether changes are recommended and, if so, what areas should be prioritized.

All responses are anonymous and will be summarized for the Town Council.

Thank you for helping shape Oakland's future.

Sincerely,

Kelly Pinney-Michaud

Town Manager

Town of Oakland, Maine

Survey Instructions

- Required questions are marked with an asterisk (*)
 - Unless noted, please select one response per question
-

Section 1: About You

1. Your relationship to Oakland (select all that apply)*

- ☐ Year-round resident
- ☐ Seasonal resident
- ☐ Property owner (non-resident)
- ☐ Business owner/operator
- ☐ Employee in Oakland
- ☐ Other

2. Length of connection to Oakland*

- ☐ Less than 5 years
 - ☐ 5–10 years
 - ☐ 11–20 years
 - ☐ More than 20 years
-

Section 2: Understanding the Town Charter

3. Before this survey, how familiar were you with Oakland's Town Charter?*

- ☐ Very familiar
- ☐ Somewhat familiar
- ☐ Slightly familiar
- ☐ Not familiar

Logic: If “Not familiar,” skip to Question 5.

4. How clear and understandable is the Charter overall?*

- ☐ Very clear
 - ☐ Mostly clear
 - ☐ Somewhat unclear
 - ☐ Very unclear
-

Section 3: Manager–Council Form of Government

5. Oakland operates under a Town Manager–Town Council form of government. Overall, how well is this working?*

- ☐ Very well
- ☐ Mostly well
- ☐ Neutral
- ☐ Not very well
- ☐ Not at all well

6. The Charter clearly defines the roles and responsibilities of the following: *

Area	Yes	Somewhat	No
Town Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boards & Committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Elections, Terms, and Representation

7. How satisfied are you with the Charter’s provisions for elections and terms of office (length of terms, vacancies, election timing)?*

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

8. Do you believe the Charter provides fair and effective representation for Oakland residents?*

- ☐ Yes

- ☐ No
- ☐ Not sure

Logic: If “No,” display Question 9.

9. Please briefly explain your concern:

Section 5: Boards, Committees, and Citizen Participation

10. The Charter provides appropriate guidance for the creation and operation of boards and committees (appointments, authority, accountability).*

- ☐ Agree
- ☐ Somewhat agree
- ☐ Neutral
- ☐ Somewhat disagree
- ☐ Disagree

11. The Charter supports meaningful public participation and transparency in town decision-making. *

- ☐ Agree
- ☐ Somewhat agree
- ☐ Neutral
- ☐ Somewhat disagree
- ☐ Disagree

Section 6: Financial Oversight and Administration

12. The Charter provides adequate guidance for budgeting, financial oversight, and fiscal responsibility. *

- ☐ Very adequate
- ☐ Mostly adequate
- ☐ Neutral

- ☐ Somewhat inadequate
- ☐ Inadequate

(Aligned with MMA best practices emphasizing fiscal clarity and separation of policy and administration)

Section 7: Modernization and Priorities

13. Overall, the Town Charter is: *

- ☐ Up to date and effective
- ☐ Mostly effective but needs minor updates
- ☐ In need of significant updates
- ☐ Outdated and difficult to use

**14. Which areas should be the highest priorities for review or amendment?
(Select up to three) ***

- ☐ Manager–Council roles and authority
- ☐ Boards and committees
- ☐ Elections and terms
- ☐ Financial and administrative provisions
- ☐ Ethics, accountability, and transparency
- ☐ Public participation processes

Section 8: Final Comments

15. Is there one specific change or clarification you would like the Charter Review Committee to consider?

Thank You

Thank you for taking the time to complete this survey. Your input will directly inform the Town Council and, if applicable, proposed amendments to review the current Charter.

For more information on the Charter Review process, please visit the Town of Oakland website or contact the Town Office.