



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

OAKLAND TOWN COUNCIL AGENDA

2/25/2026

6:00 pm

OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from February 11, 2026, and signing the weekly payables warrant.
- V. Business Agenda:

New Business:

1. Order 49-2526 – Mobile Home Park Lot Rent Discussion – K. Roderick & Citizen
2. Order 50-2526 – Transfer Station Price Discussion & Commercial Hauler Discussion-Dylan Clark
3. Order 51-2526 – Oakland Public Works Vehicle/Equipment Policy

Old Business:

Manager Updates (if any)

- Polar Plunge – March 21
- Manager's Meeting Friday, March 27

Executive Session

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

Adjournment

Upcoming Meetings:

- Monday, March 2, 2026 – Memorial Hall Committee Meeting 6:00 p.m. -Police Station
Thursday, March 5, 2026 – Budget Advisory Meeting 6:00 p.m. – Police Station
Wednesday, March 11, 2026 – Budget Advisory/Council Meeting 6:00 p.m. – **Fire Station**
Thursday, March 12, 2026 – Building Committee Meeting – 4:00 p.m.
Thursday, March 19, 2026 – First Park General Assembly Meeting – 5p.m. -Police Station

TOWN COUNCIL MEETING MINUTES FEBRUARY 11, 2026

Council Members' Present:

Michael Perkins, Chairman
Dana Wrigley, Vice Chairman
Kelly Roderick

Su Leigh
Robert Nutting

Others Present:

Kelly Pinney-Michaud-Town Manager
David Savage, Oakland Fire Dept.
Sheila Thorne Rogers Oakland Library
Michelle Fonatine
Anita Chadderton
Ed Roderick
Jason Muzerolle

Kathleen Paradis-Town Clerk
Gene Richard, Oakland Police Dept
Kimberly Lindlof, Mid Maine Chamber of Commerce
Janet Lund
Jon Cox
Mark Stevens, Jr.

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

1. **Roll Call:** Council Chair Michael Perkins took roll call. All five council members were present.
2. **To Approve the minutes of the January 28, 2026, meeting and sign the warrant.:** It was moved by Dana Wrigley seconded by Su Leigh and voted 5-0 to approve the minutes of January 28, 2026, meeting. The weekly warrant was also signed.

NEW BUSINESS:

1. **Kimberly Lindlof -Mid Maine Chamber of Commerce:** Ms. Lindlof spoke regarding the closing of the four dams in the area and its effect on the SAPPI Mill. She stated that they have met with the Plant Manager also Brookfield who is the entity responsible for taking down the dams. If this does occur this would be very devastating to the local economy, especially the Skowhegan area. There is an Advisory Board also a Municipal Review Board, and Energy Infrastructure Board as well that all have interest regarding the closings. If any citizen is interested in partaking or sharing thoughts, etc. they are welcome to join one of the above name boards or committees. Resident George Bailey asked if there would be any difference after the new governor is elected. Ms. Lindlof stated that unfortunately, she does not know that. Councilor Dana Wrigley asked what could be done as a council or interested parties. He asked if they should write letters, etc. Ms. Lindlof stated that you could send the letters to one of the boards listed.
2. **Accept Carnegie Corp Gift, Sheila Thorne Rogers Oakland Public Library Director:** Sheila Thorne Rogers, Library Director informed the council that the library was awarded a check in the amount of \$10,000 which is a gift from the Carnegie Foundation to celebrate the 250th anniversary of our country. She stated that they could use the money for the building repairs, heating, and cooling. Dana Wrigley made a motion to accept the gift with the

intention that Town Manager Kelly Pinney-Michaud have a large check made up and present it to Sheila to get some good public relations. The Town Manager and Ms. Thorne Rogers agreed to it. This was seconded by Kelly Roderick and voted 5-0 to accept the gift of \$10,000.

OLD BUSINESS:

1. **Wrigley Field/CSX Updated:** Town Manager informed the council that she spoke with a representative from CSX out of Florida and they have agreed to revitalize the current cattle crossing to be able to access the towns piece of property on the other side of the live track. She should have an agreement in the next 2 weeks.
2. **Spirit of America Award:** The Town Manager informed the council that in their packets they had a listing of individuals who have been nominated for this award. The councilors will look over the list and will inform the Town Manager of their choice.

Manager Updates:

1. **Oakland Police Dept. Drug Forfeiture Checks:** The Town Manager informed the council that the Police Department had received two checks for drug forfeiture money that goes back to when Chief Rick Stubbart was a detective. Each check and needs to be voted on separately. The first check is in the amount of \$1573.00. Dana Wrigley made a motion to accept the \$1573 and it was seconded by Kelly Roderick and vote 5-0 to accept the \$1573.00 check. The second check with the amount of \$2262.00. It was moved by Dana Wrigley and seconded by Susan Leigh and voted 5-0 to accept the check in the amount of \$2262.00
2. **Vandalism at Pleasant Point Park:** The Town Manager informed the council that they have identified the individuals responsible for the vandalism at the park. There were two 13-year-old and the third person involved was 12 years old. They were served with Criminal Trespass Notices and cannot be on town property for one year.
3. **Speed on the Country Club Road:** Mark Stevens Jr. resident of Country Club Road had sent a letter to the Town Manager and the Town Council regarding the speed on that road. He stated that the speed has become a concern as there is an increase of business with Bed Side Manor, The Ice Cream Shoppe, and more residents in the area. He stated that it takes 1.5 to 1.9 seconds for a person to react. There have been quite a few close calls by the Country Club as well. There are no crosswalks there. Councilman Robert Nutting stated that he plays golf there at the club and has not had any issues in crossing the road. Councilor Kelly Roderick also stated that there is no signage there about the golfers crossing. Councilor Susan Leigh asked if there could be a crosswalk put there. The Town Manager stated that we would have to have a study done and would talk to the public works department and the police department regarding the speed.

Other Business:

Councilor Kelly Roderick asked the Town Manager about the safety training for the councilors. The Town Manager stated that she will check with Police Chief Stubbart.

Councilor Susan Leigh stated that she has received information regarding the Overlook parking. She stated that someone had stated that they had gone off into the ditch and that we need to put up a “Traffic Turning” sign as people do not pay attention are traveling too fast in that area.

ADJOURNMENT: It was moved by Kelly Roderick and seconded by Susan Leigh and voted 5-0 to adjourn at 7:05p.m.

Oakland Transfer Station Price Sheet

Materials	Current	Proposed	Difference
Freon	\$ 16.00	\$ 20.00	\$ 4.00
Metal	\$ 6.00	\$ -	\$ (6.00)
OBW/CDD	\$ 105.00	\$ 200.00	\$ 95.00
OBW-U	\$ 11.00	\$ 20.00	\$ 9.00
Propane Tanks	\$ 4.00	\$ 5.00	\$ 1.00
Tires	\$ 4.00	\$ 5.00	\$ 1.00
Truck Tires	\$ 16.00	\$ 20.00	\$ 4.00
Toilets	\$ 4.00	\$ 5.00	\$ 1.00
TV	\$ 5.00	\$ 5.00	\$ -
Brush	\$ -	\$ 50.00	\$ 50.00

Total Revenue Based on 2025

Materials	2025	2026	Difference
Freon	\$ 5,568.00	\$ 6,900.00	\$ 1,332.00
Metal	\$ 1,014.00	\$ -	\$ (1,014.00)
OBW/CDD	\$ 65,957.85	\$ 125,640.00	\$ 59,682.15
OBW-U	\$ 11,451.00	\$ 14,500.00	\$ 3,049.00
Propane Tanks	\$ 87.00	\$ 140.00	\$ 53.00
Tires	\$ 2,540.00	\$ 3,175.00	\$ 635.00
Truck Tires	\$ 16.00	\$ 20.00	\$ 4.00
Toilets	\$ 300.00	\$ 370.00	\$ 70.00
TV	\$ 2,375.00	\$ 2,375.00	\$ -
Brush	\$ -	\$ 6,450.00	\$ 6,450.00
Total Revenue	\$ 89,308.85	\$ 159,570.00	\$ 70,261.15

Reasons for the new OPW Vehicle Policy

- OPW has 2 policies in place - a) Seat Belt Policy b) Distracted Driver Policy - when reviewed, we decided that they should be updated and/or combined into one policy.
- In the review process OPW noticed that there was no Vehicle Policy specifically for the Public Works department. The Town of Oakland has a town wide Vehicle Policy in place designed to cover a broad scope of procedures for all the vehicles owned by the town. However, this policy doesn't cover all the detailed procedures for each specific department.
- OPW has developed a Vehicle/Equipment Policy which combines the 2 other policies and outlines specific procedures for the fleet of vehicles/equipment in the department.
- The Seatbelt Policy in place simply stated that seatbelts must be worn when operating any and all town owned vehicles in our department. The policy attempts to outline state law that requires the town to ensure a safety hazard has been identified and safety procedures are in place to minimize that hazard. If the town does not comply with the law, then it can be fined up to \$250 for each offense. This information is good (and is covered in annual training and for new hires) but not necessary to be put into a policy.
- The Distracted Driver Policy in place has been incorporated into the new OPW Vehicle/Equipment Policy and has been updated to reflect Maine state laws and language used for them.
- The rest of the Vehicle Operation Policy is directed at the specific procedures for driving and operating the vehicles and equipment in the fleet.

Oakland Public Works Vehicle/Equipment Operation Policy

Purpose

It is the intention of this policy to establish driving and operating procedures for all vehicles and equipment owned by the Town of Oakland as part of the Public Works Department fleet to ensure that proper safety practices are being followed for the protection of employees and the public.

Procedures for Town owned vehicles and operating equipment

- 1) **Qualified Drivers:** All employees must have the proper valid class driver's license to drive and operate any fleet vehicle owned by the town.
 - Each employee per FMCSA who drives or operates a commercial class A or B vehicle must have or be in the process of obtaining a valid CDL class A or B license.
 - Have a valid driver license and been trained to drive and operate vehicles and equipment in the event of a snow emergency under Maine State Law *MRS Title 29-A. Motor Vehicles § 1252. Classes*
- 2) **Maintenance before and after entering vehicle and equipment**
 - Do a walk around checking for any maintenance needs per training from CDL licensing including checking all fluids, tires, lights etc.
 - Report and take care of any maintenance issues from the walk around or that happen while driving or operating. If you are unable to take care of the maintenance issues do not drive or operate until the mechanic repairs and clears it for use.
 - It is the employee's responsibility to keep the vehicle clean, rinsed off, washed, and full of fuel after each use.
- 3) **Driving and Operating:**
 - Employees must adhere to all Federal, State, and Local laws and rules when driving and operating Town-owned vehicles and equipment.
 - It is the employee's responsibility to ensure that any non-employees (including Town-appointed officials, friends, and family members) are not allowed to ride in Town-owned vehicles or equipment except in cases of emergency, on town business, or with prior authorization from the Town Manager.
 - **Seatbelts must be worn while driving and operating vehicles and equipment.**
 - Employees have read and agreed to follow the Towns Substance Abuse Policy.

Oakland Public Works Vehicle/Equipment Operation Policy

- The Town considers anything that diverts your attention from driving—such as cell phone use, any handheld device, eating, or smoking—is considered a distraction. Employees are expected to remain focused and attentive while driving Town owned vehicles and operating equipment following *State of Maine 29-A MRS §2121 which prohibits operation of a motor vehicle on a public way "while using, manipulating, talking into or otherwise interacting with a handheld electronic device or mobile telephone." Exceptions are made for communicating with law enforcement or emergency services under "emergency circumstances," using a device in hands-free mode*, also *State of Maine 29-A MRS §2119 prohibits operation of a motor vehicle while text messaging, which is defined as using a handheld electronic device for "reading or manually composing electronic communications," including text messages, instant messages, and e-mail.*
- The use of social media is strictly prohibited while operating any town vehicles, heavy equipment, powered equipment, machinery, and tools.
- Do not have anything in your hands while entering or exiting any vehicle that requires three points of contact.

4) Accident reporting

- It is the employee's responsibility to check and know where the insurance and registration is in every vehicle or equipment before use.
- It is the employee's responsibility to report any accident no matter how minor to a supervisor or depending on the accident to law enforcement, and in case of emergency 911.
- All employees need to know and follow the Towns Vehicle Policy and Procedures for collisions, accident reporting, and investigation.

Acknowledgement

I have read and understand the above policy regarding OPW driving vehicles and operating equipment. I agree to abide by these safety guidelines as a condition of my employment with the Town of Oakland.

Employee Name: _____

Signature: _____

Supervisor: _____

Date: _____

Date: _____

Oakland Public Works Department

Seat Belt Policy

The Oakland Public Works Department has implemented a seat belt policy as required by the State of Maine and will adhere to as follows:

Any and all employees or passengers of any Town of Oakland vehicles or equipment, (i.e., dump trucks, pickup trucks, backhoe, front end loader, etc.) must use seatbelts at all times. Failure to use seat belts may result in Maine Department of Labor citation under Section 5(a)(1) the “General Duty Clause” 29A MSRA.

Highlighted sentence moved to OPW
Vehicle/Equipment Policy

**OAKLAND PUBLIC WORKS
DISTRACTED DRIVER POLICY
JULY 18, 2011**

Anything that **diverts** your attention from the task at hand (**cell phone, eating, and smoking**) is called a **distraction**. This applies to road vehicles, powered equipment, machinery and tools.

Personal cell phone use **must be** kept at a minimum during work hours.

Employees **must adhere to all Federal, State and Local rules** for cell phones while driving. Music/Radio listening devices with earplugs or headphones are **prohibited** when operating town equipment.

If you must answer an **emergency call** while driving keep the conversation short, inform the caller you are driving, hang up and **seek out a safe location from which to call the party back**.

Do not take notes, look up number or dial numbers while operating town owned vehicles.

Do not use a cell phone while entering or exiting a town vehicle that require three points of contact.

Personal Electronic Device use while operating any material handling equipment is **prohibited**.

I understand the above as written and agree to abide by these town safety guidelines.

SIGNATURE

PRINT & DATE

SUPERVISOR

All highlighted text has been incorporated into the new PW Vehicle/Equipment Policy