



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

OAKLAND TOWN COUNCIL AGENDA
9/11/2024, 2024
6:00 pm @
OAKLAND FIRE STATION

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. To consider approving the minutes from August 21, 2024, and signing the weekly payables warrant.
- V. Business Agenda:
 - Old Business:**
 1. Order 10-2425 – Kennebec Messalonskee Trail Discussion - John Gardner, KMT Board Member
 2. Order 11-2425 – Recreational Vehicle Occupancy Discussion (Continued)
 - New Business:**
 3. Order 12-2425 – Introduction of new Police Officers (2 new hires)
 4. Order 13-2425 – Finance Director update
 5. Order 14-2425 – Appoint a voting delegate and alternate for the MMA Business Meeting
 6. Order 15-2425 - Update on Messalonskee Boat launch Project
 7. Order 16-2425 - Update on Landfill Repair
 8. Order 17-2425 – Update on 1113 Kennedy Memorial Drive
 9. Order 18-2425 - October 9th Council Meeting
- VI. Executive Session: Personnel Matters, 1 MRSA ss 405(6)(a)

Other Business: (If Necessary)

Adjournment

Upcoming Meetings:

- 9/17/2024 – Zoning Committee Meeting – Police Station 3:30 p.m.
- 9/18/2024 - Downtown TIF Meeting - Police Station 3:00 p.m.
- 9/18/2024 – ATV Meeting – Police Station 4:00 p.m.
- 9/23/2024 – Memorial Hall Committee – Police Station 4:00 p.m.
- 9/25/2024 - Transfer Station Committee Meeting - Police Station 4:00 p.m.
- 9/25/2024 – Council Meeting - Fire Station 6:00 p.m.

OAKLAND TOWN COUNCIL MINUTES
8/21/24

- I. Call to order
The meeting was called to order by Chairman, Michael Perkins at 6:00pm.
- II. Pledge of Allegiance
- III. Roll Call

Council members present:

Michael Perkins Dana Wrigley
Robert Nutting David Groder
Donald Borman

Others: Kelly Pinney-Michaud, Town Manager	Kathleen Paradis, Deputy Clerk
Abby Marshall, IT	Nate Smart-Code Enforcement Officer
Kevin Quirion	Shawn Nava
Jon Cox	Kelly Roderick
Stephen Gurney	Darryll Fotter
Sadie Knight	Amy Calder
Dave Savage	Jay Boulette
Raymond Brickett	Kathy Whitney
Ray Gruber	Pat Bickford
Liz Adams	Danny Adams
Sue Webb	Bradford Webb

- IV. It was moved by Dana Wrigley and seconded by Robert Nutting to accept the minutes of the August 7, 2024, meeting and signing of the weekly payables warrant.
- V. Business Agenda:
 - 1. Order 7-2425-Junkyard Permitting-Moved by Dana Wrigley and Seconded by Robert Nutting to accept the 6 Junkyard Applications. David Groder said he signed all permits but wanted 379 Oak Street to be cleaned up at street side. Nate Smart said he would work with Mr. Brickett with regards to the property maintenance ordinance to get the cleanup done. It was voted 5-0 to accept the applications.
 - 2. Order 8-245-First Reading of Camping Vehicle Temporary Occupancy Ordinance- Town Manager Kelly Pinney-Michaud introduced the draft ordinance with photographs of recreation vehicles being used as housing in the town. Nate Smart Code Enforcement Officer explained that we have had several complaints of RV being used as homes. Mr. Smart stated that having an ordinance in place to restrict how long a person shall live in their camper is a start to establishing some rules. If they are in the process of building a home, then 120 days is allowed, and they may live in their camper. If they do use their RV for a lengthy time then they need to establish a pumping schedule with AAA, Stanleys, etc. for their sewerage. Nate also stated that there were five campers from Town Farm Road and Summer Street. Donald Borman then asked how many more there were in town. Mr. Smart stated more than a dozen but less than 30, he thinks. David Groder said that these units are not built for long term, and

they do not have the legal heating. Bradford Webb then asked “why an ordinance if there is a state law already in place?” Nate Smart answered that it would be cleaner to have an ordinance in place, Oakland has nothing in place right now. The ordinance would streamline legalities for the town. Darryll Fotter then explained his son had purchased a place on South Alpine and was 30 days too late to build. Son purchased a camper to live in and found out it would cost \$2400 to register it which he cannot afford. Bradford Webb questioned after the 120 days, then what? Sue Webb stated that “when I get back from Florida, I cannot live in my camper for the 6 months while I am here. I paid for my land and camper.” Shawn Nava then questioned septic hold or not? Nate Smart yes if the septic system and water hooked up to town sewer and water. Kelly Roderick stated that her daughter is looking for housing in Oakland, but she will probably never live in Oakland due to the costs. Michael Perkins then made a motion that we table this reading until Nate Smart reconfigures the Recreational Vehicle/Camper occupancy ordinance. It was seconded by Dana Wrigley and voted 5-0.

3. Order 9-2425-FY24 Carry Forwards-Town Manager Kelly Pinney-Michaud advised that the audit process has begun and would like to carry forward to the 2024-2025 year the unexpended Expenses and Revenue Overages for the town departments. Dana Wrigley made a motion to approve the carrying over the funds and it was seconded by Robert Nutting. Voted 5-0 .

- VI. Other Business: Town Manager, Kelly Pinney-Michaud, reported that the Cascade Storage building is in dire need of repairs. AJ Cain informed her that the structural beams along the ground level are gone, and posts may be broken/rotten as well. When the bog overflows, water gets under the building and deteriorates the structure. Pictures were shown of the building. We do have a quote of \$12,000 to fix it. Crew from town will do siding and the price would drop by \$3,000 and would be now \$9,000. Bradford Webb then asked about the roof if it was shingles? Yes, this is shingles. Kevin Quirion suggested that while we are renovating the building to do everything now rather than later. Jon Cox asked if we planned to do anything different. Ron Gruber asked how often does it flood in the area? Mike Perkins stated to get a quote with all included.

Kennebec/Messalonskee Trail Assessment: Town Manager, Kelly Pinney-Michaud, stated that Mike Smith from Outdoor Sports Institute could provide an assessment of the KMT trail for \$2300. We would be able to use this education and information received to apply for grants that would better the trail systems. Robert Nutting asked why spend \$2300 for someone to go look at the trail? We could have someone look at it for less. David Groder explained that there are funds available and the more information we have, set of plans etc., and would help us as we get ready to apply for the grant. Don Borman asked if this was the only company: the Town Manager said she was familiar with Mr. Smith as he did the trails assessment in Waterville, and they were pleased. Kevin Quirion stated that 3 miles of trails and \$2300 is a little high. We should get more quotes. Kelly Roderick asked if the cost were for the one trail, or could we include the ones for the schools as well? Dana Wrigley asked if this would include the lumber for the bridges as well. The Town Manager will check to see. Bradford Webb asked if the assessment was going to include all information for grant package. Kevin Quirion added that the 4-wheeler club has volunteers to help, would this be a project that they could help on? Town Manager said this was a good question. The Town Manager also stated that there is an account with \$10,013 available that is designated just for the trail. Mike Perkins suggested that we should move forward with the assessment to get and obtain an in-depth report and apply for grants. Mr. Perkins also stated that

we should table this until the next council meeting. Dana Wrigley seconded and voted 5-0 to table discussion.

MMA Workers Comp Refund: Town Manager, Kelly Pinney-Michaud informed the council that the town was being refunded \$7,496 for being in the program with Maine Municipal. David Groder asked if we could put the funds in a safety account? This way we could purchase cleats for the public works crew. David Groder then made a motion that we put the funds in a separate account for such. Dana Wrigley seconded and voted 5-0.

ATVs on Hussey Hill Road: David Groder asked Kevin Quirion if the trail on Hussey Hill be staying closed as he received multiple complaints of ATV's going down the road. Kevin stated that Mr. Bessey closed the trail but will reopen once work is done. Also, it was noted that the trail from High Street to Hussey Hill has been closed because of the new land owner and they will not allow access to other trails in town.

Adjournment: Moved by David Groder, seconded by Dana Wrigley, and voted 5-0 to adjourn at 6:50pm



Kelly Pinney-Michaud
Town Manager
Town of Oakland
207-465-7357
Via: kmichaud@oaklandmaine.us

August 8, 2024

Kelly,

Thank you for the opportunity to submit the following proposal to assist the Town of Oakland with an assessment of the Messalonskee Stream trail.

Outdoor Sport Institute is committed to helping communities leverage outdoor recreation for positive community benefit. From helping create access to trails and gear, to training outdoor leaders with essential skills, we are focused on the holistic growth of communities like Oakland through outdoor sport.

You can help connect people to their environment and community in new and exciting ways by creating enjoyable and relevant outdoor sport experiences for everyone. This is a powerful vision for your community, and we are committed to helping you get there.

Our trail development staff excel at assessment, planning, design, and construction of natural surface trails that provide high-quality experiences for people of all ages and ability levels. We are passionate about sharing our knowledge with you, and helping you build your local capacity.

We are excited to have the opportunity to partner with you on this exciting work.

Sincerely,

A handwritten signature in black ink that reads "Mike Smith". The signature is written in a cursive, flowing style.

Mike Smith
Executive Director
Outdoor Sport Institute
mike@outdoorsi.org
207.227.0250



Project Understanding

The Town of Oakland (Town) seeks to develop a written memo and graphical maps depicting existing trail conditions and recommended improvements and enhancements to the Messalonskee Stream trail. The memo will formalize the vision for restoring a popular community trail that provides benefits to residents and visitors. The memo will be primarily used to make informed decisions about implementation and to secure funding for trail development.

Project Approach

OSI proposes a collaborative process of assessment and planning. OSI will offer support, guidance, and expertise while partnering with the Town, Kennebec Messalonskee Trails (KMT), and other stakeholders. The Town and local stakeholders will provide important local context and help guide the overarching vision for the trail restoration.

To kick off the project, OSI staff will meet with the Town, KMT, and relevant stakeholders to discuss the existing trail, problem areas, and objectives for an improved trail. OSI staff will review the project area in the field with support from local stakeholders. Understanding the extent of trail degradation as well as landscape constraints and opportunities will inform the next steps of recommendations and proposed actions. Professional trail planning and design expertise will help the Town understand their feasible options, provide real-world solutions, and prioritize their next steps.

Utilizing their expertise in natural surface trails, OSI staff will provide written and graphical recommendations that detail the existing trail conditions, recommended improvements, and associated cost estimates. The Town and stakeholders will have the opportunity to review a draft memo and maps, once agreement is reached with all partners a final document and maps will provide the foundation enhancing the Messalonskee Team trail.

Scope of Work

Changes to the scope of work will require written permission from OSI and Town signatories.

Phase 1 – Project Preparation

- Obtain and review available mapping and planning data.
- Create base maps to be used for assessment, planning, and site visit.
 - The maps will be complete with area of interest, existing conditions (*roads, buildings, boundaries, land ownership, infrastructure, hydrology, vegetation*), topographic contour information, and orthophotography.

Deliverables – Base mapping

Timeline – August and September 2024



Phase 2 – Assessment Fieldwork

- Fieldwork to review the existing trail, assess current trail conditions, and analyze terrain for new trail development
 - OSI staff will survey the current trail system to determine issues and problem areas.
 - OSI staff will review the project area for new trail development with a focus on rerouting unsustainable alignments.
 - OSI staff will collect geospatial data (*points, lines, pictures, notes, etc.*) to assist with determining recommendations and next steps.
- OSI will meet with the Town and KMT while on site to debrief the initial findings and recommendations.

Deliverables – Field observations and geospatial data

Meetings – Debrief with Town and KMT

Timeline – September 2024

Phase 3 – Deliverables

- A draft deliverable will be delivered for Town and stakeholder comments.
 - The deliverable, to the maximum extent practicable, will depict and detail current trail conditions and improvement recommendations as determined during the fieldwork.
 - The deliverable will include a written memo, maps, and graphics as needed. The report outline will approximate the following:
 - Background information
 - Existing conditions review
 - Proposed recommendations
 - Basic implementation information
 - Prioritized next steps
 - Cost estimate
- The Town will provide one set of written comments and edits, once received OSI will finalize the report.

Deliverables – Memo and maps

Timeline – October 2024



Roles and Responsibilities

- The Town and KMT will be the lead advisory committee to the planning project.
- OSI will lead the assessment and planning project and provide subject matter guidance in the form of written and verbal recommendations.
- OSI will adhere to industry best practices for natural surface trail planning and provide recommendations that are environmentally, socially, and fiscally sound.
- OSI will be fully and solely responsible for creating the deliverables listed in the above Scope of Work.
- The Town will provide one point of contact for the project who has the authority to be a signatory.
- The Town will provide prior planning, data files, and previous mapping to OSI.



Fee Estimate

Town of Oakland - Messalonskee Stream Trail Assessment			
		Expenses	Fee
Phase 1 - Project Preparation			
1.a	Obtain and review available mapping and planning data		\$ 53
1.b	Create base maps to be used for assessment, planning, and site visit		\$ 158
Phase 1 Subtotal			\$ 210
Phase 2 - Assessment Fieldwork			
2.a	Fieldwork to review the area of interest, assess current trail conditions, and analyze terrain for new trail development		\$ 980
2.b	Debrief meeting with Town and KMT		\$ 105
Phase 2 Subtotal			\$ 1,085
Phase 3 - Deliverables			
3.a	Develop a memo describing current trail conditions, recommended next steps for rehabilitating trail and trail features, cost estimates, and associated maps		\$ 1,080
Phase 3 Subtotal			\$ 1,080
Total Labor Costs			\$ 2,375
Estimated Expenses		\$ -	
Total Project Cost		\$	2,375

Labor fee is estimated to be \$2,375

No Expenses are estimated as part of this Scope of Work

Total Project Costs \$2,375

OSI will bill this project on a Lump Sum plus Expenses basis, invoicing shall occur monthly based upon percentage complete.

Any work outside of this scope of work will be estimated separately.



Agreement

This document sets forth the agreement for retention of **Outdoor Sport Institute** (herein referred to as "OSI") to provide services to the **Town of Oakland** (herein referred to as "Partner") in connection with the above-noted project. The basis of Outdoor Sport Institute's retention is described above and in the attached Conditions document.

Approved for **Town of Oakland**

By _____

Name & Title _____

Address _____

Date _____

Approved for **Outdoor Sport Institute**

By _____

Name & Title _____

Date _____

ME Messalonskee Stream Trail Assessment Proposal

Enl: Conditions



Conditions:

The following conditions will apply to the work performed by OSI:

1. Partner will provide aid to OSI as needed during the project to ensure sufficient transfer of knowledge and to aid in the efficient execution of the project scope.
2. Specific start and finish dates will be determined by: weather conditions; site access conditions; vegetation; availability of Partner's personnel, other stakeholders, and of OSI staff; and other factors. OSI will not be responsible for project delays or failures caused by any factors out of their control, including, but not limited to: pandemic; disease; weather; ground conditions; and/or legal access.
3. Force Majeure - OSI shall not be liable to Partner for any failure or delay in the services caused by events beyond OSI's reasonable control after taking customary precautions, including without limitation acts of God, fire, floods, disease, weather, acts of war or terrorism.
4. Partner is responsible for stakeholder coordination, including: arranging meetings; providing a meeting room, projector, screen, and other materials; and providing contact information for stakeholder groups. Participation in formal public meetings is not part of this scope.
5. No field delineation, marking, flagging, or design work is included in this proposal.
6. OSI reserves the right to refuse to perform, promote, or execute any designs or proposals that are not, in OSI's opinion; sustainable, environmentally or socially sound, and/or in the best interest of affected parties.
7. In order to be most efficient OSI reserves the right to move hours between tasks without the expressed permission of Partner.
8. Partner will obtain all necessary permits and permissions required to perform contracted tasks.
9. Partner will provide all listed items that they currently have available, in electronic (ESRI shape-file) format. This map information will include but is not limited to:
 - a. Property boundaries
 - b. Existing topographic data
 - c. Designated use areas
 - d. Vegetation cover
 - e. Hydrologic information
 - f. Wetlands
 - g. Utility locations
 - h. Active and inactive roads
 - i. Existing trails
 - j. Sensitive biological or habitat zones
 - k. Structures
 - l. Archeological sites
 - m. Any other relevant area management data
10. All property boundaries for the subject site shall be clearly identifiable and obvious. In the event that there are any questions regarding the location of property boundaries, the Partner shall provide immediate assistance in determining their location. OSI shall bear no responsibility or costs for efforts that cannot be accurately completed because of lack of accurate boundary information.
11. To reduce costs all materials (e.g., maps, reports, notes, photos, data layers, etc.) will be provided in electronic format only.
12. OSI reserves the right to utilize the resulting work in promotional and/or marketing materials.



13. Any additional fee-based work outside the scope of this project shall require explicit approval by the Partner before being executed.
14. Civil engineering, landscape architecture, and architecture design work is not included in this proposal. Any professional services beyond those listed in the Scope of Work are not the responsibility of OSI.
15. Payment for services shall be rendered within 30 days of invoicing.
16. This proposal is valid for 30 days from the date of issue. After that time, OSI reserves the right to revise or rescind the offer for its services.



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RECREATIONAL VEHICLES/CAMPERS

TEMPORARY OCCUPANCY PERMIT:

A Temporary Occupancy Permit must be obtained from the Code Enforcement Officer or Planning Board if a Recreational Vehicle (RV) and/or camper is placed on a property without a dwelling unit, and the RV and/or camper will be occupied for more than thirty (30) cumulative days between April 1st and October 1st. The Temporary Occupancy Permit shall include the dates the Recreational Vehicle/Camper will be occupied and address where occupation is to take place. If the RV/Camper will not be occupied for more than thirty (30) cumulative days between April 1st and October 1st, a Temporary Occupancy Permit is not required. Exception: This provision shall not apply to Recreational Vehicles and/or campers parked in a licensed campground or RV park.

SEWAGE DISPOSAL:

Prior to issuance of a Temporary Occupancy Permit, the applicant must submit a pumping agreement with a septic pumping company, or pumping records be kept on site and made available upon request by the Code Enforcement Officer if the site does not contain a septic system in accordance with the State of Maine Subsurface Wastewater Rules. If a Temporary Occupancy Permit is sought for a Recreational Vehicle/Camper that is in place and will be occupied for more than sixty (60) cumulative days, a written sewage disposal plan describing the proposed method and location of sewage disposal shall be required for each site and shall be provided to Oakland's Plumbing Inspector. Where disposal is off-site, written authorization from the receiving facility or landowner is required.

EXTENDED OCCUPANCY:

When a Recreational Vehicle/Camper is placed on a property for a longer amount of time than between April 1st to October 1st, all requirements for residential structures shall be met, including the installation of a subsurface wastewater disposal system in compliance with the State of Maine Wastewater Disposal Rules, unless the Recreational Vehicle/Camper is served by a public sewage disposal system.