

TOWN OF PATTEN

21 Katahdin Street | PO Box 260 | Patten, ME 04765
Phone (207) 528-2215 | Fax (207) 528-2055
www.pattenmaine.org

Patten Select Board

Tuesday, January 10th, 2023 at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim

Chairman Cody Brackett called the meeting to order at 5:40pm.

ROLL CALL

Select Board Members: Cody Brackett (Chair), Gregg Smallwood (Vice Chair), Dennis Kelly, Janice Dancer, Rae Bates
Town: Billie Doody (Town Clerk), Julie Buhler (Library Director), Kevin Noyes (Public Works Director), Ed Noyes (Ambulance Director), John Roy (Fire Chief),
Planning Board: Dr. Ronald Blum (Chair / Health Officer), MaryAlice Mowry (Vice Chair / Secretary), Dennis Brackett, Scott Webb,
Public: Karen Laflamme, Terry Hill, Kent Smallwood, Ted Pettengill, Brett Morse, Carter Hall, Ted Pettengill, David Michaud, Kathleen Ledford, Shawn Klem, Laura White

ADMINISTRATIVE

Warrant #29

The Board signed Warrant #28 and Warrant #29 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund.

Motion made by C. Brackett to approve Warrant #28 and #29. Seconded by G. Smallwood. No discussion heard. All in favor. Approve 5/0/0.

Approval of Meeting Minutes from Tuesday, December 27th, 2022

Motion made by C. Brackett to approve the Minutes from Tuesday, December 27th, 2022. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

SCHEDULED APPEARANCES

Broadband Grant Discussion with Terry Hill

T. Hill asked the Board to join Mount Chase in pursuing grants to fund a project to provide either fiberoptic or broadband internet connections to the local towns.

Motion made by G. Smallwood to approve Terry Hill's proposal. Seconded by D. Kelly. R. Bates asked where the connection would begin. T. Hill stated the cables would run from Sherman and Stacyville through Patten to Mount Chase. Dr. Blum asked if there was any cost to the Town. T. Hill stated, at this time, there is no cost and that they will go after as much federal funding as possible. All in favor. Approved 5/0/0.

Planning Board Updates

Dr. Blum informed the Select Board the Planning Board did not meet in December due to influenza. He stated the final draft of the Ordinance Procedure was submitted to the Select Board.

Department Updates

K. Noyes - Department of Public Works

K. Noyes informed the Board the Public Works Department did the meter reads for this quarter. He stated the Town has a sewer inspection with the Department of Environmental Protection (DEP) on Thursday, January 12th, 2023. Mr. Noyes a free set of crosswalk signs, with flashing lights, one for each side of the road. The signs are battery and solar powered.

John Roy - Fire Department

J. Roy stated the Fire Department started the new year's training schedule. He informed the Board the Fire Department is applying for a grant for new hydraulic rescue tools known as the JAWS of Life. The set the Department currently uses may not be able to cut through newer vehicles, Subaru, or Tesla vehicles.

D. Kelly asked what the new tools would cost. J. Roy stated one company offers the JAWS of Life for \$43,000 and the other company offers it for \$38,000.

Ed Noyes - Ambulance Department

E. Noyes informed the Board he contacted four (4) different companies, but only received information from two (2). He stated Caribou Billing will be finishing their contract with the Town on January 31st, 2023.

E. Noyes asked about a grant for a stair chair. R. Bates stated Sadie Heath asked for donations to be made to the Ambulance Department for a stair chair for the department in her husband's name. E. Noyes stated the department already has two (2) stair chairs they don't use very often and that a longboard is generally used in those situations.

The Board discussed purchasing a stair chair.

E. Noyes asked the Board about the request to have maintenance done on the ambulances. Mr. Noyes discussed the issues faced by the department when looking to have the ambulances serviced. C. Brackett suggested selling two (2) of the ambulances and buying one new ambulance. E. Noyes stated a new ambulance would cost \$180,000 - \$200,000+ and the Town would only get about \$500 for each of the ambulances they would trade in. C. Brackett suggested asking local businesses for quotes on the repairs needed.

NEW BUSINESS

Ordinance Procedure

The Board discussed the Ordinance Procedure submitted by the Planning Board.

Motion made by R. Bates to accept the Ordinance Procedure with a minor edit. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

Electric Vehicle Charging Stations - Efficiency Maine

J. Dancer stated Efficiency Maine is offering Electric Vehicle Charging Stations as part of a grant opportunity. Dr. Blum stated there is another company that works with Efficiency Maine and will cover the costs not covered by Efficiency Maine.

C. Brackett asked who would be responsible for repairing the charging stations if they stopped working. Dr. Blum stated the Town would have the ownership as well as the responsibility to either repair or retire the charging stations.

M. Mowry suggested the Board contact someone to come discuss this program at a future meeting.

The Board discussed the grant opportunity.

Discussion of Contract with Moro Plantation and Town of Hersey

B. Doody stated the contracts are for five (5) years, Moro Plantation's contract is for \$15,000 per year and the Town of Hersey is for \$22,000 per year.

R. Bates asked if there should be a statement about reviewing and amending the terms annually. B. Doody stated this can be added to the contracts.

The Board agreed to review the contract at the next meeting when the changes have been made.

Outdoor Wood Boiler Complaint

R. Bates stated she heard there was an ordinance created a few years ago on Wood Boiler Emissions and asked how to find it. S. Webb stated the Town adopted the Department of Environmental Protections (DEP) ordinance on Wood Boiler Emissions.

C. Brackett stated he believed the DEP inspected this wood boiler and found it to be in compliance with their regulations. S. Webb stated he drove by it and it appears to be in compliance with the DEP regulations.

Dr. Blum stated it was his understanding that the DEP found the wood boiler met the manufacturer's requirements, but they did not say whether it met any legal requirements.

S. Webb stated the Town's ordinance is stricter than the DEP ordinance. G. Smallwood asked for clarification about whether the Town adopted the DEP ordinance. M. Mowry stated the Town website has the DEP ordinance. S. Webb stated the Town adopted the DEP ordinance, but that the Town could create its own ordinance and make it stricter if they wanted to. G. Smallwood stated it still would not apply to this wood boiler, as it would pre-date any new ordinance.

J. Buhler stated there were issues with smoke from the wood boiler in the past. Now that the boiler is not being used as often, the situation has improved for some, but she could see how it could be a problem for others depending on where they are.

L. White read Chapter 150, §5b which states, “No person shall operate an outdoor wood boiler in such a manner as to create a nuisance.” She added that, according to Chapter 150, the definition of Nuisance under Chapter 150, §2f “means emission of air contaminants to the outdoor atmosphere of such quantity, characteristic or duration that may be injurious to human, plant or animal life or to property, or that unreasonably interferes with the comfortable enjoyment of life or property.”

G. Smallwood stated this would be a matter for DEP.

R. Bates suggested the Board reach out to the owner of the property letting them know to reach out to DEP, as the Town follows DEP guidelines. C. Brackett agreed.

D. Kelly stated the Town should have something in writing from the DEP.

Dr. Blum stated, as the Town Health Officer, he will recommend the complainant get air quality testing done.

OLD BUSINESS

Municipal Buildings Personal Use Policy

C. Brackett stated he explained this policy to the department heads and that they will receive a copy once the policy is finalized.

Amendment of Meeting Minutes Requested by Jeremy Ouelette of Wolfden

The Board discussed amending the Meeting Minutes from July 19th, 2022.

R. Bates stated she had no issue with the statements Mr. Ouelette wanted to add. She requested, his statements were added, she would like to include statements from Wolfden’s Financial Report.

C. Brackett stated, corrections could be made to past meeting Minutes, but that the Board is not able to add to the Minutes.

R. Bates stated she has not been able to listen to the recording that she was not made aware of, but that she would like to listen to it before voting, as she was not sure he was accurate.

C. Brackett stated he had not read through the letter from Mr. Ouelette, but that he listened to the recording, and believed it was a misunderstanding of numbers. G. Smallwood stated it was the word “debt.” R. Bates stated, in Wolfden’s Financials, the term “debt,” was used. C. Brackett stated Finance Director, Rebecca Phillips, informed him this is standard practice. R. Bates stated she spoke with several auditors, who stated the company is in debt and that, if you look at the financial of other companies, they do not show the same negative numbers.

Motion made by D. Kelly to accept the changes to the Minutes from July 19th, 2022. Seconded by G. Smallwood. Approved 3/0/2. R. Bates and J. Dancer abstained.

SELECTMEN COMMENT

Job Descriptions

J. Dancer stated she would like to get feedback from the employees who received job descriptions from her.

Emergency Public Safety Director Position

R. Bates stated she sent an advertisement to the other Select Board members for the Emergency Public Safety Director and wanted to know what happened with it, as it was not posted. D. Kelly stated he received it.

Fire Service Protection Agreements

C. Brackett stated he had a Fire Service Protection Agreements the Board needed to sign.

R. Bates asked what the cost of the Fire Service Protection Agreement was last year. J. Roy stated the last contract he received for Moro Plantation was 2009 through 2011. At that time, the cost to Moro was \$3,600 for up to ten (10) hours per year, with a minimum of one hour charged for each call and an hourly rate for anything over the ten (10) hours. For the Town of Hersey, he had a contract from 2014 through 2017. At that time, the cost to Hersey was \$3,348 for up to ten (10) hours per year, with a minimum of one hour charged for each call and an hourly rate for anything over the ten (10) hours. In the new three (3) year contracts, there is no hourly rate, only a flat rate of \$6,500 per year for Moro Plantation and the Town of Hersey, and \$7,500 for Crystal. J. Roy stated department costs have risen and more people have moved into the area and new buildings have gone up, so the difference in price should help to offset these costs.

R. Bates asked if there were financial records that show what other towns have cost the department over the years versus what they have paid. J. Roy stated there were not, however, he felt the other towns have cost a lot over the years and that it is a reasonable price to pay. R. Bates stated there should be financial records showing this. G. Smallwood stated there should be a record of how many calls the department has had for the other towns. J. Roy confirmed there is a record of this. C. Brackett asked how J. Roy came up with the numbers for the new contracts. J. Roy stated the cost to cover half of Crystal is what Island Falls charged to cover the other half of Crystal.

D. Kelly left the meeting at 7:46pm.

Motion made by R. Bates to approve the proposed Fire Service Agreements. Seconded by J. Dancer. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Emergency Public Safety Director Position

R. Bates inquired about the advertisement for the Emergency Public Safety Director position.

B. Doody stated R. Bates sent an email to the other members of the Board, however, Ms. Doody had not received feedback from anyone.

R. Bates stated whoever the Board hires should understand two (2) accounting procedures as the Ambulance Department has an Enterprise Fund and the Fire Department does not.

Motion made by C. Brackett to advertise the Emergency Public Safety Director position. Seconded by J. Dancer. No discussion heard. All in favor. Approved 4/0/1. One member absent.

C. Brackett suggested reaching out to those who have applied for the Ambulance Director position to see if they would be interested in applying for the Emergency Public Safety Director position. R. Bates asked B. Doody to reach out to the Ambulance Director applicants on behalf of the Board.

J. Roy stated there are a lot of items listed in the advertisement for Emergency Public Safety Director that are already being done by the Fire Chief. Mr. Roy stated concerns about doing the job of the Director for them. C. Brackett stated the Board has no intention of eliminating the position of Fire Chief, and that there are details of the position that need to be worked out by the Board. C. Brackett also informed J. Roy that he can reach out to the Board to set up an Executive Session to discuss the Emergency Public Safety Director position in more detail.

D. Brackett stated concerns about the Board finding someone qualified as a director for both the Fire and Ambulance Departments and that looking for one or the other would be easier.

Code Enforcement Officer Position

G. Smallwood asked if the Town was advertising for the Code Enforcement Officer position. B. Doody stated she had not received a job description or an advertisement yet. R. Bates suggested having applicants sign something giving the Town permission to call their references.

C. Brackett stated David Goode has agreed to do the E911 Addressing for the Town and the Board will need to discuss budgeting for Mr. Goode's position to be a full-time position with benefits, as it is currently part-time.

R. Bates asked if the Town received applications from people who saw the Town Manager advertisement in the newspaper. B. Doody stated the only responses were from applicants who saw it on Indeed, the Town website, or on the Maine Municipal Association (MMA) website. R. Bates suggested advertising for the Code Enforcement Officer position on Indeed.com, the MMA website, the Town website, and around Town. C. Brackett agreed.

Tax Acquired Property

G. Smallwood asked when the Town could sell the tax acquired properties, as he has someone who is interested in buying one. B. Doody stated the Board needs to decide if the Town is putting the properties out for bid. G. Smallwood stated the Town is going to put them up for sale, as the Town received more money for properties that way in the past. B. Doody asked if the Town is going through a real estate agent or listing it around Town. G. Smallwood stated the last time the Town went through a real estate agent, it got more money for the property. B. Doody stated there will be more properties available soon.

Ambulance Pay Scale

G. Smallwood inquired about if the proposed 2023 ambulance pay scale was able to lower the pay of employees.

The Board discussed the difference in pay scale between 2022 and 2023.

C. Brackett asked where the 2022 pay scale was approved and if the employees should receive retroactive pay for the increases.

Health Officer

G. Smallwood stated concerns about houses in the area that may need to be condemned and asked if the health officer would be able to determine this. Dr. Blum stated the buildings would have to meet certain criteria to be considered a health hazard, such as having no running water.

S. Webb stated the Town does not have an abandoned buildings ordinance.

G. Smallwood asked whether the Town could try to purchase abandoned buildings that have become harbors for people engaging in illegal drug use. C. Brackett stated there would need to be a vote at a Special Town Meeting to appropriate funds for this.

K. Noyes asked if the Town could vote to put money raised from selling tax acquired properties into a separate fund that could be used to clean up some of these properties.

The Board discussed the process of setting up a property acquisition / cleanup fund.

Budget

R. Bates stated the Board needs to start discussing the budget. She reached out to the Finance Director for information on the Town's assets and is waiting to hear back.

K. Noyes stated he needs information from the Finance Director to put together the Public Works budget.

J. Buhler stated it would be helpful if the department heads received a monthly or quarterly report showing how they are doing with their budget and where money is being spent.

PUBLIC COMMENT

S. Webb stated there was garbage left on the site of the solar array on Shin Pond Road which is blowing into the road and onto his property, and is attracting animals. He issued a complaint with Dr. Blum as well as the DEP. The person he spoke with at the DEP called the solar company, who sent a crew out to clean the litter. Mr. Webb stated concerns about the solar array not having a fence around the property. He stated the person he contacted at the DEP suggested the Board write a letter to the solar company to ask them to provide security in order to protect the Town from liability.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by G. Smallwood to adjourn at 8:39 pm. Seconded by C. Brackett. No discussion heard. Approved 4/0/1. One member absent.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, January 24th, 2022 at 5:30pm.

Meeting Minutes for Tuesday, January 10th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on February 7th, 2023

<u>Cody AB</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Gregg Smallwood
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

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Patten Select Board

Tuesday, January 24th, 2023 at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim

Vice Chair Gregg Smallwood called the meeting to order at 5:36pm.

ROLL CALL

Select Board Members: Gregg Smallwood (Vice Chair), Dennis Kelly, Janice Dancer, Rae Bates

Select Board Members Absent: Cody Brackett (Chair)

Town: Billie Doody (Town Clerk), Julie Buhler (Library Director), Kevin Noyes (Public Works Director),

Public: Ted Pettengill, Kent Smallwood, Dennis Brackett, Brett Morse, Kathleen Ledford, Shawn Klem, Laura White

ADMINISTRATIVE

Warrant #1

The Board signed Warrant #1 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund.

Motion made by G. Smallwood to approve Warrant #1. Seconded by D. Kelly. No discussion heard. All in favor. Approve 4/0/1. One member absent.

Approval of Meeting Minutes from January 10th, 2023

Meeting Minutes from January 10th, 2023 were not available at the time of the meeting.

SCHEDULED APPEARANCES

Department Updates

J. Buhler - Library

J. Buhler stated the library had ninety-seven (97) patron visits, ninety-seven (97) items were circulated, one hundred eighty-three (183) library cards are out and there were thirty-four (34) computer and Wi-Fi usages so far for January. She stated twenty-two (22) people attended the meeting with Senator Collins regarding the new library grant. She added that there were meetings held for the Patten Area Outdoors, Patten Planning Board, and the Friends of the Veteran's Memorial Library and Library Trustees at the library as well. The library received the reimbursement for the sign from the Spruce Up Grant.

Ms. Buhler stated she is working on the archiving project and updated the policy for unattended and destructive children. Local author Michael Fitz will be discussing his book, *The Bears of Brooks Falls: Wildlife and Survival on Alaska's Brooks River* at the library on February 28th, 2023 at 6:00pm. The library will be hosting a Valentine Tea February 12th, 2023 from 2:30pm to 4:30pm. Ms. Buhler also informed the Board she is working on her report for the Town Report, as well the yearly report for the Maine State Library.

K. Noyes - Department of Public Works

K. Noyes informed the Board the Public Works Department has been focused on snow removal and vehicle repair.

L. White - Deputy Clerk

L. White informed the Board she contacted the Bangor Humane Society who said they are not taking on new municipalities at this time. She also reached out to the Houlton Humane Society (HHS), who said they are able to take on new municipalities. She is waiting on HHS to send over a proposal and hopes to have it for the Select Board meeting scheduled for Tuesday, February 7th, 2023. Moro Plantation and the Town of Hersey both use Houlton Humane Society. Moro Plantation has a population of around 44 (according to the most recent census taken in 2020) residents and pays \$175.75 annually, while Hersey has a population of around 73 (according to the most recent census taken in 2020) and pays \$394.25 annually.

B. Doody - Town Clerk

B. Doody stated that the Deputy Clerk and Deputy Support Clerk will be taking a Title 30A Local Election Law webinar with the Maine Town and City Clerks' Association (MTCCA) on Tuesday, February 7th and Wednesday, February 8th. She added that she has a training through Zoom on February 13th or 14th, 2023. Ms. Doody stated the Town has a CDARS coming due and stated the Board would need to vote on whether to renew it. She stated it was for the Ambulance Reserve Fund [CDARS] at Katahdin Trust Company. B. Doody informed the Board Chad, from Information Technology (IT), will be coming into the Town Office on Wednesday, January 25th, 2023 to fix some things on a couple of the computers. She added that the audit materials were almost ready and that the Town Office is starting to work on the Annual Town Report. The company that prints the Town Report require the report to be submitted to them by March 23rd, 2023 at the latest and they will be sending a quote for the work. The Town will be ordering two hundred fifty (250) this year, as two hundred (200) was not enough last year.

G. Smallwood asked if the Town could go more than two (2) years for the CDARS for a higher interest rate. B. Doody asked K. Ledford if she could answer his question. Ms. Ledford stated she could not answer any of the Board's questions. B. Doody stated she would reach out to the bank the next day. R. Bates requested B. Doody ask a few questions regarding the Sweep Accounts.

NEW BUSINESS

None.

OLD BUSINESS

Discussion of Contract with Moro Plantation and Town of Hersey

B. Doody stated L. White updated the Administrative Services Contracts with Moro Plantation and the Town of Hersey to reflect the changes requested at the last Select Board meeting. There is now a §6.4 which states “The cost and terms will be reviewed and amended annually.” Ms. Doody stated the Boards for each town have signed their contracts and the Patten Select Board needs to sign.

The Board members signed the contracts for each town.

Town Employee Job Descriptions

J. Dancer informed the Board she has finished the job descriptions for the Code Enforcement Officer, The Animal Control Officer, the Town Manager, the Town Clerk, Deputy Clerk, Deputy Support Clerk, and the Emergency Public Safety Director.

R. Bates stated she did not have a password for the Maine Municipal Association (MMA) website. B. Doody stated she will create an account for her.

R. Bates stated the employees are welcome to discuss their job descriptions with the Board in Executive Session before they are finalized.

G. Smallwood asked if the Board was able to announce the contents of a letter the Town received. R. Bates stated it may need to be added to the next agenda. B. Doody stated the Board could announce it during Selectmen Comment, however, if there was a discussion, it would have to be added to the next agenda.

SELECTMEN COMMENT

R. Bates stated that the Board received and accepted a letter of resignation from Ambulance Director, Edward Noyes.

B. Doody asked if the Board would like her to start setting up interviews for the position.

G. Smallwood stated this would be discussed during the Executive Session.

PUBLIC COMMENT

Resignation of Ambulance Director

T. Pettengill asked what the date of the letter of resignation was. R. Bates stated it was dated January 19th, 2023. T. Pettengill asked if Mr. Noyes was done working for the Town altogether. R. Bates clarified that Mr. Noyes was resigning as the Ambulance Director, but is still employed by the Town. T. Pettengill asked if there were any applicants for the position. R. Bates stated there were.

Library Grant

K. Smallwood asked if there was a match from the Town for the library grant. R. Bates stated the grant was for \$3.9 million, and the Town would need to match \$3.2 million because of the Town's certified ratio. Ms. Bates added she submitted the application for a \$250,000 grant and she spoke with Lori Fisher, the Director of the Maine State Library, who offered to help the library apply for other grants. R. Bates stated she contacted the Sewall Foundation and asked for \$1 million, but was awarded \$25,000 as the library did not have a property at the time. R. Bates stated the grant money the library has been awarded will help the library when applying for future grants.

The Board discussed the next steps for the library grant.

D. Brackett suggested R. Bates reach out to Amy Collinsworth regarding Tax Increment Financing (TIF) money for the library.

Mining Ordinance

G. Smallwood inquired about the status of the Planning Board's work on the Mining Ordinance.

D. Brackett stated the Planning Board is discussing whether the Town needs an ordinance, as Chapter 200 covers a lot of the materials in the proposed ordinance.

The Board discussed the proposed Mining Ordinance.

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session at 6:18pm. Seconded by D. Kelly. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Motion made by G. Smallwood to enter Public Session at 7:45pm. Seconded by D. Kelly. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Motion made by R. Bates to liquidate the CDARS for the Ambulance Reserve Fund and that a portion be use to purchase a home on Scribner Street to use for the ambulance employees. The balance remaining will be put into a CD. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Motion made by G. Smallwood to accept Peggy Daigle's contract. Seconded by D. Kelly. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Motion made by G. Smallwood to authorize R. Bates to speak with Rebecca Phillips regarding her accounting contract. Seconded by J. Dancer. No discussion heard. All in favor. Approved 4/0/1. One member absent.

R. Bates stated the Board should meet with the Fire Department at the next meeting to hear their recommendations for Chief and Assistant Chief. She added that the Emergency Public Safety Director position will focus mostly on the Ambulance Department for now.

ADJOURN

Motion made by D. Kelly to adjourn at 7:48 pm. Seconded by G. Smallwood. No discussion heard. Approved 4/0/1. One member absent.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, February 7th, 2023 at 5:30pm.

Meeting Minutes for Tuesday, January 24th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on February 7th, 2023

<u>Cody A Brackett</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Gregg Smallwood
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

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Patten Select Board

Tuesday, February 7th, 2023 at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim

Chairman Cody Brackett called the meeting to order at 5:29pm.

ROLL CALL

Select Board Members: Cody Brackett, Gregg Smallwood, Dennis Kelly, Janice Dancer, Rae Bates
Town Employees: Gail Albert (Town Manager), Billie Doody (Town Clerk), Kevin Noyes (Director of Public Works), Julie Buhler (Library Director), Rebecca Phillips (Finance Director), John Roy (Fire Chief)
Planning Board: Dr. Ronald Blum, Dennis Brackett, Scott Webb
Public: David Goode, Teena Goode, Laura Kenney, David Michaud, Linda Lyons, Ted Pettengill, Cheryl Morse, Brett Morse, Bryan Buhler, Scott Harmsen, Carter Hall, Shawn Klem, Kathy Ledford, Laura White

ADMINISTRATIVE

Approve and Sign Warrant #2 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #2. Seconded by D. Kelly. No discussion heard. All in favor. Approved 5/0/0.

Approval of Meeting Minutes from January 10th, 2023

Motion made by G. Smallwood to approve Meeting Minutes from January 10th, 2023. Seconded by D. Kelly. No discussion heard. All in favor. Approved 5/0/0.

Approval of Meeting Minutes from January 24th, 2023

Motion made by G. Smallwood to approve Meeting Minutes from January 24th, 2023. Seconded by D. Kelly. No discussion heard. All in favor. Approved 5/0/0.

SCHEDULED APPEARANCES

Introduction of New Town Manager

C. Brackett introduced new Town Manager, Gail Albert.

G. Albert gave a brief overview of her background and experience. G. Albert stated she is originally from a small town in Virginia, and her husband is originally from Houlton. They currently live in Weston and will be moving into their home in Island Falls in March. She stated she has a background in public relations and has worked for different non-profit organizations. She worked as chief-of-staff for a non-profit medical association and as a special advisor for a private foundation. She stated she is excited to be back in a small town and is excited for the opportunity to work for the Town of Patten.

Planning Board Updates

C. Brackett congratulated Dr. Blum and the Patten Area Outdoors on the Recreational Trails Program grant the group was awarded.

Dr. Blum informed the Board the Planning Board expects to resubmit the Solar Ordinance to the Select Board at their meeting scheduled for March 7th, 2023.

Dr. Blum stated the Planning Board recommends updating ordinances already in place rather than creating an ordinance specific to mining. He added the Planning Board recommends updating or creating ordinances regarding Noise, Road Use, Housing, and Emergency Services.

C. Brackett suggested asking Wolfden to pay for an independent biologist or a consultant from the Department of Environmental Protections (DEP) to inspect any facilities held in Patten on a regular basis.

The Board discussed the proposed Wolfden Mining Resolution.

Department Updates

Kevin Noyes - Department of Public Works

K. Noyes informed the Board the Public Works Department is almost finished fixing the minor issues found during state inspection. The only thing left is putting a guard on the propane heater, which will be done soon. Mr. Noyes stated Maine Municipal Association (MMA) will be conducting a Hazard Survey Wednesday, February 8th, 2023.

K. Noyes stated two (2) water samples from the Town Office came back chloroform-positive for two months in a row, which triggered a Level II Assessment. Mr. Noyes stated he believes the cause was a significant water leak on Dearborn Street, as the wells are clean.

K. Noyes informed the Board he received a quote from Underwater Solutions to clean the reservoir on the hill. They will charge \$4,300 if they are able to do it in one day but will charge \$475 per hour for anything after that. Mr. Noyes recommended putting \$10,000 aside for this project and submitted the agreement with Underwater Solutions to the Board.

Motion made by G. Smallwood to put \$10,000 from the water account into a reserve fund to be used for cleaning the reservoir. Seconded by D. Kelly. R. Bates asked if this would be an article in the warrant at the Annual Town Meeting. C. Brackett stated he did not believe the Board could vote to move the money. B. Doody stated they could if the money is there. R. Phillips stated it would have to go to vote at the Annual Town Meeting. B. Doody stated it would be put in the budget for the water department, so the Board did not have to vote on it.

Motion made by C. Brackett to allow Town Manager to sign the contract with Underwater Solutions to clean the reservoir. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

K. Noyes recommended adding a secondary heat source for the wastewater plant and well house #2 in case there is another prolonged power outage. C. Brackett asked Mr. Noyes to look into different options and submit a proposal to the Board.

Rebecca Phillips - Finance Director

R. Phillips stated she is currently working on the audit and is hoping to be finished in the next two (2) weeks.

Julie Buhler - Veterans' Memorial Library

J. Buhler informed the Board there were one hundred and six (106) visits, one hundred thirty-one (131) books circulated, four (4) meetings attended by forty-two (42) people, and four (4) new cards. She stated she will be proctoring an electrician exam. There was a warming day on Saturday where snacks and drinks were provided. J. Buhler stated they were awarded the grant to provide webcams and headphones for library computers. She contributed to an application for the Hannaford grant for the Storybook Walk and has applied for a grant for a subscription for booklists to give patrons lists of upcoming books. There will be a Valentine's Tea on Sunday, February 12th, 2023 from 2:30pm to 5:30pm. Local author Michael Fitz book talk on Tuesday, February 28th, 2023 at 6:00pm. On Tuesday, March 28th, 2023 the library will host art demo with Wendy Anderson. C. Brackett thanked J. Buhler for hosting the warming day.

John Roy - Fire Department

J. Roy informed the Board the Department has finished watching four (4) training videos from the Department of Labor and are reviewing the Fire Department Bylaws and procedures to update what they have on file. Mr. Roy stated there was a fire in Mount Chase where the pump on the truck froze and will cost \$800-900 to repair. He stated there are three (3) new people taking basic fire training class in Island Falls, one has already had basic training.

J. Roy stated the Fire Department recommended for Mr. Roy to remain the Fire Chief, for Scott Harmsen to be the Assistant Fire Chief, and for Jesse Peavey to be the Captain.

R. Bates stated vote from the Fire Department is supposed to be done in December each year. J. Roy stated the vote took place at the last meeting in December.

Motion by C. Brackett to approve Fire Department recommendations. Seconded by G. Smallwood. No discussion. All in favor. Approved 5/0/0.

Billie Doody - Town Clerk

B. Doody submitted to the Board a letter from the auditors, the Code Enforcement Officer contract with Bruce Hussey, and the Certificate of Appointment for G. Albert to be appointed as the Town Tax Collector and Treasurer. She also submitted the Municipal Quit Claim Deed for a property sold by the Board.

B. Doody stated Laura and Simone are taking Title 30-A Local Elections training. G. Albert will be taking the Motor Vehicle training in March, and B. Doody and G. Albert will be taking a General Assistance training on Tuesday, February 14th, 2023.

B. Doody informed the Board the foreclosure deadline in February 17th, 2023. Ms. Doody also stated the MMA Hazard Survey will take place on Wednesday, February 8th, 2023 where the Fire, Ambulance, and Public Works Departments will all be inspected.

Motion made by G. Smallwood to appoint G. Albert Treasurer. Seconded by D. Kelly. No discussion heard. All in favor. Approved 5/0/0.

Motion made by G. Smallwood to appoint G. Albert Tax Collector. Seconded by D. Kelly. No discussion heard. All in favor. Approved 5/0/0.

Motion made by C. Brackett to approve Municipal Quit Claim Deed. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

Laura White - Deputy Clerk

L. White stated the Humane Society Proposals from Houlton and Lincoln were in Board's meeting packets.

Ms. White informed the Board the Assessors of Moro Plantation are holding a Tax Acquired Property Bid Opening next Wednesday, February 15th at 6:00pm for a property with sixty-five (65) acres in Moro.

NEW BUSINESS

Discussion of Wolfden Mining Resolution

R. Bates suggested adding the proposed resolution to the Annual Town Meeting Warrant.

R. Phillips suggested doing it prior to, and separate from, the Annual Town Meeting.

S. Webb stated the Solar Ordinance must be voted on before the sixth-month Solar Moratorium expires.

The Board and Public discussed holding a public hearing before voting on the Resolution.

D. Brackett suggested asking Wolfden to cover the costs of holding a Special Town Meeting to vote on the Resolution. R. Bates stated she disagrees with allowing Wolfden to pay for anything relating to a vote on the proposed Resolution.

L. Lyons stated the Resolution should have Wolfden letterhead, as it currently appears to have been written by the Town.

D. Brackett suggested the Planning Board review the proposed Resolution and decide whether amendments are needed before it goes before the Town vote. G. Smallwood agreed. C. Brackett asked Dr. Blum to review the Resolution with the rest of the Planning Board.

Dr. Blum stated he will add the Resolution to the next Planning Board agenda and asked if the Board wants the Planning Board to create an ordinance to prevent mining or a tailings facility in Patten.

G. Smallwood stated this would put him out of business, as he considers his line of work to be mining as well. Dr. Blum stated similar ordinances of other towns are specific to mineral mining and exclude sand, gravel, etcetera.

Motion made by C. Brackett to table Wolfden Resolution. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

Fire Department Officer Recommendations

Recommendations were given and voted upon during Department Updates.

Patten Playground

B. Doody informed the Board she was unable to find someone to take over the maintenance of the Patten Playground. She added the Board needs to vote on what to do with the Playground funds which are currently in a personal account at Eastmill Federal Credit Union in her name.

The Board discussed looking at different banks for better interest rates for the Town accounts.

R. Phillips stated, if the Town takes on the Playground funds, they need to be placed in a fiduciary account because they were donated funds. She added the funds should not remain in the personal account of an agent of the Town.

R. Bates suggested having G. Albert consult with officials at Katahdin Trust to negotiate a better rate or look into the rates of other banks. B. Doody stated the Board will need to vote to add G. Albert to the Town accounts. C. Brackett stated the Board would do so.

Motion made by C. Brackett to move the funds for the Patten Playground from Eastmill Federal Credit Union back to Katahdin Trust and create a fiduciary Town account. Seconded by J. Dancer. All in favor. Approved 5/0/0.

OLD BUSINESS

2023 Contract for Shelter Services

B. Doody stated the proposal from Houlton Humane Society (HHS) includes a higher fee, however, HHS is a “no kill” shelter. She added there have been issues in the past where Penobscot County Humane Society (PCHS) in Lincoln has turned away animals from our Animal Control Officer and is not considered a “no kill” shelter.

Motion made by R. Bates to accept Houlton Humane Society. Seconded by C. Brackett. No discussion heard. All in favor. Approved 5/0/0.

Emergency Services Director Position

R. Bates stated whoever is hired for the position will focus specifically on the ambulance department first.

C. Brackett stated he and Gail interviewed a candidate for the position.

The Board agreed to discuss the Emergency Services Director position during executive session.

Town Employee Job Descriptions

J. Dancer stated most job descriptions are finished in draft form. They will be edited and submitted to the employees for review. Employees will suggest changes and sign the final version, which will go into the employee's personnel file.

Municipal Buildings Personal Use Policy

J. Dancer submitted the draft Municipal Buildings Personal Use Policy with sections C through H deleted from Article 5.

Motion made by R. Bates to accept the amended Municipal Buildings Personal Use Policy. Seconded by C. Brackett. No discussion heard. All in favor. Approved 5/0/0.

SELECTMEN COMMENT

2023 Budget

Motion made by R. Bates to pay R. Phillips \$500 more per month to assist the Town in finishing the budgeting process. Seconded by C. Brackett. No discussion heard. All in favor. Approved 5/0/0.

R. Phillips stated the budget may be difficult with the market-based adjustment and the Budget Committee may need to consult with the Assessor. C. Brackett stated the Board will meet with her to discuss the budget.

New Tables

R. Bates stated Katahdin High School is receiving new tables and may be willing to donate a table for the Board meetings in Town. Ms. Bates inquired about storing one large folding table in the Town garage. K. Noyes stated there is not enough room.

Department of Labor Inspection

R. Bates asked for updates on the findings from the Department of Labor Inspection and asked about filing an abatement if all concerns were addressed and corrected. G. Albert stated the Town Office will be tracking the progress of each department in correcting the errors found and will submit the supporting documentation to the appropriate department.

Tax Acquired Property Policy

R. Bates stated the Tax Acquired Property Policy needs to be updated to allow negotiations with potential buyers to take place for the benefit of the Town.

Library Discussion

D. Kelly stated he heard concerns about the library not having the books some people want.

J. Buhler stated if the library does not have a certain book, there is an interlibrary loan program where the library can order books from other libraries in the state.

PUBLIC COMMENT

Municipal Buildings Personal Use Policy

S. Webb stated concerns about weapons not allowed for employees in new Municipal Buildings Personal Use Policy. J. Dancer stated weapons would not be allowed in Town buildings.

R. Bates stated weapons are not allowed in schools and other buildings. D. Kelly added that guns are not allowed in bars.

S. Webb stated he will resign effective immediately from the Fire Department.

R. Bates stated this issue will be discussed with the Town Attorney.

C. Brackett stated a gun could still be kept if locked in an employee's personal vehicle.

S. Webb rescinded his resignation, awaiting the response from the Town Attorney.

C. Brackett suggested removing section. R. Bates stated she would like a legal opinion on the matter.

J. Roy stated concerns about not being allowed to back personal truck into Fire Department to get the emergency snowmobile. R. Bates stated that would be allowed, as it is related directly to Town business.

Mr. Roy stated he believes employees should be allowed to wash personal vehicles in the Fire Department. R. Bates stated this would be a violation of insurance policy. Ms. Bates added that the Town's insurance will not cover an employee's personal vehicle if something happens to the building the vehicle is in.

New Code Enforcement Officer

Laura Kenney asked if there was a new Code Enforcement Officer. R. Bates stated the new Code Enforcement Officer was Bruce Hussey from Mars Hill.

E911 Addressing

C. Brackett suggested D. Goode take on the E911 Addressing. Mr. Brackett stated this will need to be added to the 2023 budget.

Town Bank Accounts

Dr. Blum asked why the Town only has accounts at Katahdin Trust.

C. Brackett stated no one in the Town has looked into other options.

R. Phillips stated Katahdin Trust is able to negotiate rates, however, no one has consulted with the bank about the needs of the Town.

Board discussed looking into other banking options.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

C. Brackett stated the Board would go into Executive Session 7:35pm.

Motion made by C. Brackett to offer the position of Emergency Public Service Director to Brett Morse. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 5/0/0.

Board entered regular session at 8:44pm.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:46pm. Seconded by C. Brackett. No discussion heard. All in favor. Approved 5/0/0.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, February 21st, 2023 at 5:30pm.

Meeting Minutes for Tuesday, February 7th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on February 21st, 2023

<u>Cody A B</u>	Chairman Cody Brackett
<u>Greg Smallwood</u>	Vice Chair Gregg Smallwood
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

TOWN OF PATTEN

21 Katahdin Street | PO Box 260 | Patten, ME 04765

Phone (207) 528-2215 | Fax (207) 528-2055

www.pattenmaine.org

Patten Select Board

Tuesday, February 21st, 2023 at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim
Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:39pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice Chair; Dennis Kelly; Janice Dancer; Rae Bates

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Julie Buhler, Library Director; John Roy, Fire Chief

Public: Dr. Ronald Blum, MaryAlice Mowry, Kent Smallwood, David Goode, Laura Kenney, David Michaud, Carolyn Ryan, Ted Pettengill, Cheryl Morse, Brett Morse, Bryan Buhler, Carter Hall, Jesse Peavey, Scott Webb, Bryan Buhler, Jeremy Ouellette, Leah Page, Dennis Brackett, Shawn Klem, Kathy Ledford, Laura White

ADMINISTRATIVE

Approve and Sign Warrant #3 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #3. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Meeting Minutes from February 7th, 2023

Motion made by G. Smallwood to approve Meeting Minutes from February 7th, 2023. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

SCHEDULED APPEARANCES

Town Manager Update

Gail Albert

G. Albert informed the Board of policy changes she is implementing in the Town Office to improve efficiency.

Department Updates

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse stated the Comstar Billing onboarding paperwork will be completed and mailed out this week. He added that he is working on getting the third ambulance on the road.

Department of Public Works - David Goode, Public Works Assistant

D. Goode informed the Board the Town truck was recently inspected and the windshield was replaced. The backhoe was also inspected, and the department is currently working on hot top repair.

Veterans' Memorial Library - Julie Buhler, Library Director

J. Buhler informed the Board the library will be hosting local author, Michael Fitz on Tuesday, February 28th at 6:00pm. The library will also host an art demonstration by local artist, Wendy Anderson, on Tuesday, March 28th.

Fire Department - John Roy, Fire Chief

J. Roy informed the Board the Fire Department lost three (3) volunteers who were unhappy with their new job descriptions.

C. Brackett suggested discussing the job descriptions during an executive session with the Board.

NEW BUSINESS

Tax Acquired Property Policy Update

R. Bates stated the Town Attorney recommended revising the Tax Acquired Property Policy to make it more flexible. According to the current policy, it was originally adopted by Town Meeting vote in 2001 and was revised in 2010. Ms. Bates recommended finding the original policy.

OLD BUSINESS

Wolfden Resolution

Dr. Blum stated the Planning Board recommended a public hearing be held on a date prior to the Annual Town Meeting. They also recommended the proposed Resolution to be voted on, via written ballot, at the Annual Town Meeting.

R. Bates suggested the Resolution be on Wolfden Stationery, citing a concern brought up by a resident at a previous Select Board meeting.

The Town Office will work to publicize the meeting and provide a date for the meeting to the Select Board.

Motion made by G. Smallwood to submit the proposed Mining Resolution and Solar Ordinance, as they are written, for vote at Special Town Meeting. Seconded by D. Kelly. D. Brackett stated the Town Meeting should be between the residents of the Town and the Board. Four (4) in favor, R. Bates opposed. **Approved 4/1/0.**

Municipal Buildings Personal Use Policy

G. Albert stated she is waiting to hear from the Town attorney.

Town Banking

Motion made by G. Smallwood to add G. Albert to bank account. C. Brackett seconded. No discussion heard. All in favor. **Approved 5/0/0.**

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

C. Brackett stated the Board would go into Executive Session 7:07pm.

Motion made by C. Brackett to come out of Executive Session at 8:17pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Motion made by G. Smallwood to accept B. Morse's wage proposal for the ambulance department. Seconded by D. Kelly. R. Bates asked if the wage proposal would be public information. C. Brackett stated if anyone was looking for more information, they would be directed to the Emergency Public Services Director. All in favor. **Approved 5/0/0.**

Motion made by R. Bates to accept the revised ambulance billing schedule proposed by B. Morse. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:19pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, March 7th, 2023 at 5:30pm.

Meeting Minutes for Tuesday, February 21st, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on March 7, 2023

Cody A. Brackett Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

Dennis Kelly Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, March 7th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim

Audio copies of the meeting are available at the Town Office

Chair called the meeting to order at 5:37pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice Chair; Dennis Kelly; Janice Dancer; Rae Bates

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Julie Buhler, Library Director; Brett Morse, Emergency Public Safety Director; John Roy, Fire Chief; Kevin Noyes, Public Works Director

Planning Board: Dr. Ronald Blum, Chairman; Dennis Brackett; Scott Webb

Public: Charlie Kenney, Laura Kenney, Dennis Brackett, David Michaud, Linda Lyons, Marcia Pond Anderson, Mike Meyer, Arnold Shorey, Brandi Shorey, Leah Page, Bryan Buhler, Shawn Klem, Kathy Ledford, Laura White, Scott Harmsen, Keith Brackett, Carter Hall, Barbara Webb

ADMINISTRATIVE

Approve and Sign Warrant #4 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #4. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Meeting Minutes from February 21st, 2023

Motion made by G. Smallwood to approve Meeting Minutes from February 21st, 2023. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 5/0/0.**

SCHEDULED APPEARANCES

Planning Board Updates

Dr. Blum - the Planning Board submitted a final version of the Solar Energy Systems Ordinance. The Planning Board is currently reviewing and revising the Building Ordinance.

Town Manager Update

Gail Albert - The budget meeting has been pushed back and the date will be announced soon. The budget and warrant will be presented separately from the Town Report at the Annual Town Meeting on April 27th, 2023.

Department Updates

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse - There is a free EMT course at the end of May. The sign-up sheet is at the Town Office. Mr. Morse and Ms. Albert conducted two interviews on Tuesday, March 7th, one for a driver position, and the other for a paramedic position. Mr. Morse applied for two (2) grants for a total of \$92,000. One grant is for two (2) automated cardiopulmonary resuscitation (CPR) machines. The other grant is for a side-by-side with a rescue body and trailer. The third ambulance should be on the road in the next couple weeks.

Veterans' Memorial Library - Julie Buhler, Library Director

J. Buhler - In the month of February, there were 157 books circulated, 103 library visits, 182 patrons with cards, and 39 computer uses. The library had eleven (11) attendees for local author, Michael Fitz's program on February 28th, 2023. The library will be hosting an art demonstration with local artist, Wendy Anderson, on March 28th, 2023.

Department of Public Works - Kevin Noyes, Public Works Director

K. Noyes - The Public Works Department is working on the backhoe. Mr. Noyes is working on the end-of-year reports for the Sewer Department and has started working on the budgets.

Fire Department - John Roy, Fire Chief

J. Roy - The Maine Forestry Grant for was approved.

NEW BUSINESS

Proposed Articles for Annual Town Meeting

Article A: "To see if the Town will vote to authorize the municipal officers to transfer ownership of the Patten Veterans Memorial Building real estate (building & land) to the Patten Historical Society. The intent and goal of the Historical Society shall be to save an important piece of the town's history, the building and [its] incredible history, and refurbish it to make it safe and useful for all."

Article B: "To see if the Town will vote to raise, appropriate, and authorize the officers to spend up to \$5000 for heat and electricity for the library building."

Motion made by G. Smallwood to table discussion of Article A. Seconded by C. Brackett. R. Bates stated the group will need to remove the Veterans Memorial name from the article. All in favor. **Approved 5/0/0.**

Motion made by G. Smallwood to deny the request to add Article B to the warrant for Annual Town Meeting. Seconded by D. Kelly. R. Bates stated she believes the citizens have the right to vote on Article B. The Board discussed whether the Select Board could vote against Article B. R. Bates stated residents need to show up to save the building. **Approved 4/1/0.** Four in favor, R. Bates opposed.

Special Town Meeting

G. Albert - The Special Town Meeting will be held on Thursday, April 13th, 2023, at 5:30pm. The Articles will be voted upon by written ballot. Residents may vote by a raise of hands, or by written ballot.

OLD BUSINESS

Tax Acquired Property Policy

R. Bates informed the Board of changes she proposed for the Tax Acquired Property Policy.

Motion made by G. Smallwood to approve the proposed changes to the Tax Acquired Property Policy. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

Patten Playground

B. Doody - The Town Office is waiting for Katahdin Trust to finish opening the account so they can deposit money. Ms. Doody stated Terry Hill has applied for a grant for new playground equipment.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by G. Smallwood to enter Executive Session at 7:20pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Motion made by C. Brackett to enter regular session at 8:33pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:34pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

SPECIAL TOWN MEETING

The Special Town Meeting is scheduled for Thursday, April 13th, 2023, at 5:30pm.

ANNUAL TOWN MEETING

The Annual Town Meeting is scheduled for Thursday, April 27th, 2023, at 7:00pm.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, March 21st, 2023, at 5:30pm.

Meeting Minutes for Tuesday, Tuesday, March 7th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on March 21st, 2023

<u>Cody Brackett</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Vice Chair Gregg Smallwood
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, March 21st, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim
Audio copies of the meeting are available at the Town Office

Vice Chair Gregg Smallwood called the meeting to order at 5:34pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice Chair; Dennis Kelly; Janice Dancer; Rae Bates

Select Board Members Absent: Cody Brackett, Chair

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Julie Buhler, Library Director; Brett Morse, Emergency Public Safety Director; John Roy, Fire Chief; Kevin Noyes, Public Works Director

Public: Cheryl Morse, David Michaud, Kent Smallwood, Phil Sherman, Benita Qualey, Donald Adams, Lee Wheaton, Barbara Wheaton, Linda Lyons, Dr. Ronald Blum, Sharon McPhee, Doris DeRespino, Marcia Pond Anderson, Cheryl Labelle, Jayne Melvin, Teresa Schmidt, Laura White, Shawn Klem, Kathy Ledford, Dennis Brackett, Fonda Anderson, Laura Kenney, Charlie Kenney, Scott Harmsen, Barbara Webb, Scott Webb, Louise Guptill, Craig Kennedy, Craig Greenier, Shelby Edwards, Cory Edwards, Mike Martin, Bryan Buhler, Carter Hall, Kerry McNally. This may not be a complete list of those in attendance.

ADMINISTRATIVE

Approve and Sign Warrant #5 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by D. Kelly to approve Warrant #5. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Meeting Minutes from March 7th, 2023

Motion made by R. Bates to approve Meeting Minutes from March 7th, 2023. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

SCHEDULED APPEARANCES

Town Manager Update

G. Albert: The budget meetings are scheduled for Wednesday, March 29th, 2023, and Thursday, April 6th, 2023, at 4:00pm. The audit is scheduled for April 4th, 2023.

Department Updates

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: New employee, John Birmingham Jr., will be working as a driver for the ambulance department and has signed up for the EMT course. The Ambulance Department has signed a contract with First Financial Collections Agency. As a follow up to the discussion on Maine EMS regulations regarding firearms, Mr. Morse reported the only guns allowed on ambulances are those worn by police and law enforcement officers.

Veterans' Memorial Library - Julie Buhler, Library Director

J. Buhler: The library submitted another grant to the Northern Forest Center for the Story Walk. The library computers are now equipped with headphones and noise-cancelling headphones. Wendy Anderson will be hosting an art demonstration at the library on Tuesday, March 28th, 2023 at 6:30pm. Local author, Valerie Nason will be at the library, with her new book, on Saturday, April 22nd, 2023, at 2:00pm.

Department of Public Works - Kevin Noyes, Public Works Director

K. Noyes: The department got a new chlorine pump and has also repaired the problems with the bathroom in the Town Garage.

Fire Department - John Roy, Fire Chief

J. Roy: The department is currently working on next year's budget.

NEW BUSINESS

Renaming of Patten Playground

The Town Office would like The Patten Playground to be renamed The Stephen Yates Community Playground.

Barbara Webb suggested putting a fence around the playground.

Motion made by G. Smallwood to rename The Patten Playground. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Cemetery Fees

J. Dancer: Patten Cemetery fees need to be reviewed.

K. Noyes: Fees have not been raised in years, despite rising costs.

G. Smallwood: The Select Board will meet with Cemetery Trustees to discuss the fees.

OLD BUSINESS

Tax Acquired Property Policy

R. Bates: The Board will need to review the Tax Acquired Property Policy from 2015.

Proposed Articles for Annual Town Meeting

The Board discussed a petition to add the following article to the Town Meeting Warrant:

"To see if the Town will vote to authorize the municipal officers to transfer ownership of the Baptist Church at 30 Main Street in Patten (formerly the Veterans' Memorial Library) real estate (building & land) to the Patten Historical Society. The intent and goal of the Historical Society shall be to save an important piece of the town's history, the building and its incredible history, and refurbish it to make it safe and useful for all."

Motion made by G. Smallwood to add article to Town Meeting warrant. Seconded D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by G. Smallwood to enter Executive Session at 6:32pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

Motion made by G. Smallwood to enter regular session at 7:09pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:10pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

SPECIAL TOWN MEETING

The Special Town Meeting is scheduled for Thursday, April 13th, 2023, at 5:30pm.

ANNUAL TOWN MEETING

The Annual Town Meeting is scheduled for Thursday, April 27th, 2023, at 7:00pm.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, April 4th, 2023, at 5:30pm.

Meeting Minutes for Tuesday, Tuesday, March 21st, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on April 4th, 2023

<u>- Absent -</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Vice Chair Gregg Smallwood
<u>Dennis Kelly</u>	Dennis Kelly
<u>- Absent -</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

TOWN OF PATTEN

21 Katahdin Street | PO Box 260 | Patten, ME 04765

Phone (207) 528-2215 | Fax (207) 528-2055

www.pattenmaine.org

Patten Select Board

Tuesday, April 4th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Vice Chair Gregg Smallwood called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice Chair; Dennis Kelly; Janice Dancer

Select Board Members Absent: Cody Brackett, Chair; Rae Bates

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Laura White, Deputy Clerk; Julie Buhler, Library Director; Brett Morse, Emergency Public Safety Director; John Roy, Fire Chief; David Goode, Public Works Assistant

Planning Board: MaryAlice Mowry, Dennis Brackett, Scott Webb

Public: Laura Kenney, Charlie Kenney, Kent Smallwood, Cheryl Morse, Shawn Klem, Kathy Ledford

ADMINISTRATIVE

Approve and Sign Warrant #6 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #6. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Approval of Meeting Minutes from March 21st, 2023

Motion made by G. Smallwood to approve Meeting Minutes from Tuesday, March 21st, 2023. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Town Manager Update

Town Office - Gail Albert, Town Manager

G. Albert: The audit of the Town finances is currently taking place in the Town Office. Ms. Albert is hoping to have the results of the audit within the next month. The Town is currently accepting applications for Animal Control Officer and Sanitation Dept. Representative. More information about the open positions is available at the Town Office.

Department Updates

Department of Public Works - David Goode, Public Works Assistant

D. Goode: The Town pickup truck passed inspection but will not pass next year due to the condition of the floorboards. The department attended training on emergency preparedness on Friday, March 31st, 2023, and recently started water and sewer meter reads. The new chlorine pump was installed, and the department continues to monitor the chlorine levels. The department received a grant for developing an asset security plan and an emergency preparedness plan. Information was received regarding the pump station enclosure which indicated it may void the warranty of the diesel engine. Kevin Noyes completed the septage, water, and sewer end-of-year reports.

Veterans' Memorial Library - Julie Buhler, Library Director

J. Buhler: 189 cardholders, 11 new. New webcams and noise-cancelling headphones are now available. Ms. Buhler received six (6) free art books from the Art Resource Transfer Service. She is currently preparing for the Summer Reading Program. Wendy Anderson's art demonstration went well, and nineteen (19) people attended. Local author, Valerie Nason, will be at the library on April 22nd, 2023, at 2:00pm to read her new book. Lorna Harris will be reading to children in May, and Stephanie Pelkey will be doing a presentation on soap making in June. There will be two National Digital Equity Classes in May. The first will be on May 1st from 10:00am to 11:00am on internet safety, and the second will be on May 8th 12:00pm to 1:00pm on identifying frauds and scams.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: Ambulance transfers started Monday, April 3rd, 2023. The Department has done three (3) transfers so far. Mr. Morse and G. Albert will interview a candidate for an ambulance driver position next week.

Medicare is requiring a site visit. 2019 US Congress wanted Medicare to do a study on select ambulance department revenue. Patten was selected and the report is due May 31st, 2023. There will be a fine of around \$25,000, if the report is not completed on time.

Fire Department - John Roy, Fire Chief

J. Roy: The Fire Department is hoping to finish Standard Operating Procedures and By-Laws by the next Select Board Meeting. Janice is working on two (2) grants for the Department; one for new respirator masks, the other is an MMA safety grant. Mr. Roy has not heard anything back about the JAWS of Life grant the department applied for. Hoses must be tested at the fire station. A company out of Guilford will test all hoses for \$2,500. Requesting posts at the roadside for E911 ordinance.

Planning Board Updates

Planning Board – Scott Webb, Planning Board Member

S. Webb: No new updates from the Planning Board.

NEW BUSINESS

Friends of the Veterans' Memorial Library Tax Exemption Request

G. Albert: The Select Board will need to vote on the tax exemption request for the land purchased by the Veterans' Memorial Library when the form is received.

OLD BUSINESS

Cemetery Fees

J. Dancer: Recommended the Board raise the cemetery fees to match those of Island Falls to help offset some of the cost of maintenance.

The current cemetery fees in Patten are as follows:

Full Lot	Holds four (4) full burials or four (4) cremations	\$400
Half Lot	Holds two (2) full burials or four (4) cremations	\$200
Quarter Lot	Holds four (4) cremations with up to one headstone	\$100

The current cemetery fees in Island Falls are as follows:

Full Lot	Holds four (4) full burials or four (4) cremations	\$800
Half Lot	Holds two (2) full burials or four (4) cremations	\$400
Quarter Lot	Holds four (4) cremations with up to one headstone	\$200

Motion made by J. Dancer to adopt the same cemetery fees as Island Falls. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Tax Acquired Property Policy

Motion made by G. Smallwood to accept the proposed changes to the Tax Acquired Property Policy as written. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Municipal Buildings Personal Use Policy

Motion made by G. Smallwood to accept the Municipal Buildings Personal Use Policy as written. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by G. Smallwood to enter Executive Session at 6:06pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Motion made by G. Smallwood to enter regular session at 6:41pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:42pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

SPECIAL TOWN MEETING

The Special Town Meeting is scheduled for Thursday, April 13th, 2023, at 5:30pm.

ANNUAL TOWN MEETING

The Annual Town Meeting is scheduled for Thursday, April 27th, 2023, at 7:00pm.

NEXT BOARD OF SELECTMEN MEETING

The next Board of Selectmen meeting is scheduled for Tuesday, April 18th, 2023, at 5:30pm.

Meeting Minutes for Tuesday, Tuesday, April 4th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on April 18th, 2023

<u>Cody A. B.</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Vice Chair Gregg Smallwood
<u>Absent -</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

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Patten Select Board

Tuesday, April 18th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim.
Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:43pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Rae Bates; Janice Dancer

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Laura White, Deputy Clerk; John Roy, Fire Chief; David Goode, Public Works Assistant

Public: Laura Kenney, Charlie Kenney, Kent Smallwood, Carter Hall, Marcia Pond Anderson, Dr. Ronald Blum, Scott Webb, Barbara Webb, Kevin Noyes, Cheryl Morse, Shawn Klem, Kathy Ledford

ADMINISTRATIVE

Approve and Sign Warrant #7 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by C. Brackett to approve Warrant #7. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Approval of Meeting Minutes from Tuesday, April 4th, 2023

Motion made by C. Brackett to approve Meeting Minutes from Tuesday, April 4th, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Approval of 2nd Quarter Certificates of Commitment and Warrants for Collections for Water and Sewer

Motion made by C. Brackett to approve the 2nd Quarter Certificates of Commitment and Warrants and Sewer. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The Town is accepting applications for the Animal Control Officer position, as well as for a part-time front office assistant. Ed Noyes resigned from the Ambulance Department on April 14th, 2023, and Simone Cook resigned from the Town Office on April 11th, 2023.

The Town is looking for volunteers to serve on the Budget Committee, the Cemetery Trustees, and the Parks and Recreation Advisory Committee.

David Goode is now serving as the Town Sanitation Department Representative for Northern Katahdin Valley Waste in Dyer Brook.

The Town Office will be closed on Wednesdays, starting in May.

Motion made by G. Smallwood to accept resignations of Ed Noyes and Simone Cook. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Ambulance Department - Brett Morse, Director of Public Safety

G. Albert: The Ambulance Department hired a new driver and has completed ten (10) transfers so far this month. The Medicare audit is 38% completed and should be submitted before the deadline. The Department recently received a donated stair chair, valued at \$4,300, from a Fire Department about 100 miles from Town.

Fire Department - John Roy, Fire Chief

J. Roy: The Fire Department submitted three (3) grants and hired one new member. A driving course for the Department will be held on May 6th and 7th.

Department of Public Works - David Goode, Public Works Assistant

D. Goode: The Department of Public Works is working on opening culverts. The sidewalks will be cleaned by Rob Brownlee this week, weather permitting. The Department is looking for someone to perform the street sweeping, as the former contractor is no longer offering this service.

NEW BUSINESS

Mowing Contracts Bid Opening

Contract # 1: For the maintenance and care of the Patten Municipal Cemetery, Wastewater Treatment Plant, two Pump Stations and Water Storage Reservoir.

Cutting Edge Lawn Care bid \$24,000.
No other bidders.

Motion made by C. Brackett to award Contract # 1 to Cutting Edge Lawn Care. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Contract # 2: For the maintenance and care of the Patten Academy Park, Ball Diamond, the ditch on Gardner Street behind the ball field, Playground Area, and Tennis Court Area.

Cutting Edge Lawn Care bid \$7,500.
Doug Rodgerson bid \$7,000.

Motion made by C. Brackett to award Contract # 2 to Cutting Edge Lawn Care. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Contract # 3: For the maintenance and care of the grass areas at the Patten Fire house, Patten Town Office, Patten Library, Patten Parks & Rec Building, the Water house by the ball field, and the water house on Rogers Lane.

Cutting Edge Lawn Care bid \$2,500.
Doug Rodgerson bid \$1,500.

Motion made by C. Brackett to award Contract # 3 to Doug Rodgerson. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Grading Contract Bid Opening

Grading Contract: For grading approximately 3.5 miles of gravel roads in Town.

Landry's Transport bid \$4,000.
No other bidders.

Motion made by G. Smallwood to award the Grading Contract to Landry's Transport, under the condition that, upon completion of the work, the Contractor shall meet with the Public Works Director to inspect road conditions and review grading specifications, prior to issuing payment. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Select Board Operating Policy

Motion made by C. Brackett to table the Select Board Policy until the next meeting. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Recreation Building

C. Brackett: The Recreation Building only needs minor repairs done to reopen. He stated the paperwork from a local, licensed engineer, showing repairs that were made, was never sent to the insurance company. Mr. Brackett recommends upgrading the entrance and bathroom to be ADA (Americans with Disabilities Act) compliant.

M. Pond Anderson volunteered to join the Parks and Recreation Advisory Committee if the building is opened again.

OLD BUSINESS

Friends of the Veterans' Memorial Library Tax Exemption Request

Motion made by G. Smallwood approve tax exemption request for the property of the future Veterans' Memorial Library building. Seconded by C. Brackett. No discussion heard. **Approved 3/1/1.** Three (3) in favor, R. Bates abstained, one member absent.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by C. Brackett to enter Executive Session at 7:50pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Motion made by G. Smallwood to enter regular session at 8:11pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:12pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

AMBULANCE GRANT PUBLIC HEARING

There will be a Public Hearing for CDBG (Community Development Block Grant) money for medical equipment for the Ambulance Department. This purpose of the Public Hearing will be to gain feedback from the community, as is required for the grant application.

The Public Hearing will be held Thursday, April 27th, 2023, at 6:45pm.

ANNUAL TOWN MEETING

The Annual Town Meeting is scheduled for Thursday, April 27th, 2023, at 7:00pm.

NEXT SELECT BOARD MEETING

The next Select Board meeting is scheduled for Tuesday, May 2nd, 2023, at 5:30pm.

Meeting Minutes for Tuesday, April 18th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on May 2nd, 2023

Cody A Brackett Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

Dennis Kelly Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

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Patten Select Board

Tuesday, May 2nd, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Rae Bates; Janice Dancer

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Laura White, Deputy Clerk; Brett Morse, Emergency Public Services Director; John Roy, Fire Chief; David Goode, Public Works Assistant; Julie Buhler, Library Director

Planning Board: Dr. Ronald Blum, Dennis Brackett

Public: Laura Kenney, Charlie Kenney, Kent Smallwood, Marcia Pond Anderson, Cheryl Morse, Kevin Noyes, Keith Brackett, Randy Bossie, Shawn Klem, Kathy Ledford

ADMINISTRATIVE

Approve and Sign Warrant #8 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #8. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Approval of Meeting Minutes from Tuesday, April 18th, 2023

Motion made by G. Smallwood to approve Meeting Minutes from Tuesday, April 18th, 2023. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Sign Mowing and Grading Contracts

Doug Rodgeron withdrew his bid for Mowing Contract # 3.

Motion made by G. Smallwood to award Cutting Edge Lawn Care Mowing Contract # 3 (Patten Fire house, Patten Town Office, Patten Library, Patten Parks & Rec Building, the Water house by the ball field, and the water house on Rogers Lane). Seconded by C. Brackett. Discussion: R. Bates asked if the mowing contracts were updated to accurately reflect the work needed. G. Albert stated 2024 contracts will be updated. All in favor. **Approved 4/0/1.** One member absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: A letter was sent to Katahdin Trust requesting the bank sponsor the new sign for the playground.

Attorney Phil Jordan will be working with the Town to transfer the title of the former Baptist Church to the Patten Historical Society.

Personal Property taxes owed may be taken from contractor pay in the future. The Town Office will draft a policy to reflect this.

A lien can be placed, and water can be shut off, for overdue water bills. There are currently forty-four (44) outstanding accounts, with a total of \$10,244 owed for water. There are twelve (12) outstanding accounts, with a total of \$79,083 owed for sewer. There is \$29,000 owed for personal property taxes from 2014 through 2022. \$71,000 of personal property taxes were written off in 2022. The Town will be placing liens for unpaid water bills soon.

The Tax Acquired Property Policy may need to be updated, pending a Supreme Court ruling on municipalities profiting from the sale of properties seized for non-payment of taxes.

Select Board meeting scheduled for Tuesday, May 30th may need to be cancelled due to scheduling conflicts.

Motion made by R. Bates to cancel May 30th Select Board meeting. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Department of Public Works - David Goode, Public Works Assistant

D. Goode: Charlie McLaughlin trapped the beaver on Lovejoy Road that was causing issues with a culvert.

The ball field dugouts are now open, and the cemetery will be open next week. Trash cans have been put out at the ball field and at the cemetery.

The Department has been working on patching Town roads and is still looking for a street sweeping service.

Kevin Noyes completed the water and sewer reports.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: The Medicare site visit took place on April 30th, 2023. The Department has completed twenty-one (21) transfers so far. B. Morse will speak with the towns who left the Patten Ambulance Service. Two new applicants will be interviewed next week; one is a basic EMT and the other is an Advanced EMT.

Library - Julie Buhler, Library Director

J. Buhler: The archiving project is ongoing, and the library policies are being reviewed and updated. The Summer Reading Program will run from Monday, July 10th, 2023, to Monday, August 14th, 2023.

Fire Department - John Roy, Fire Chief

J. Roy: The Fire truck had a bad ground replaced. The meeting of the five (5) Town Fire Chiefs will take place on Friday, May 5th, 2023 in Island Falls. It will be the first meeting since 2019. The Fire Department will review the Mutual Aid Agreement and will hold the EVOC / AVOC (Emergency Vehicle Operation Course / Ambulance Vehicle Operator Course) at the Fire Station on Sunday.

Planning Board - Dr. Ronald Blum, Chair

Dr. Blum: The Planning Board will be working on a Land Use Ordinance for the Town of Patten.

C. Brackett: Planning Board should make it clear exactly what changes have been made to existing ordinances.

NEW BUSINESS

Employee Handbook

J. Dancer: Submitted the draft Employee Handbook to the other members of the Select Board for review.

OLD BUSINESS

Select Board Policy

J. Dancer: Submitted the draft Select Board Policy to the other members of the Select Board for review and requested the Handbook and Board Policy be discussed at the next meeting.

SELECTMEN COMMENT

Second Annual Town Yard Sale

J. Dancer: The Second Annual Town Yard Sale will take place on May 26th and May 27th, 2023, from 8:00am to 5:00pm. She asked for permission from the Town to use the sidewalks.

Motion made by G. Smallwood to grant permission to use the sidewalk for the Yard Sale. Seconded by C. Brackett. No discussion heard. **Approved 3/1/1.** Janice abstained. One member absent.

C. Brackett: Suggested a sign-out sheet for Recreation Department tables and chairs.

Employee Evaluations

R. Bates: The Board needs to perform a 6-month evaluation on the Town Manager and Town employee evaluations must be done as well.

G. Albert: Department heads will need to perform employee evaluations when job descriptions are complete.

Select Board Chair and Vice-Chair

Motion made by G. Smallwood to nominate C. Brackett as the Chair of the Select Board. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Motion made by J. Dancer to nominate G. Smallwood as the Vice-Chair of the Select Board. Seconded by C. Brackett. No discussion. All in favor. **Approved 4/0/1.** One member absent.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by G. Smallwood to enter Executive Session at 7:27pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Motion made by C. Brackett to enter regular session at 8:45pm. Seconded by R. Bates. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

ADJOURN

Motion made by R. Bates to adjourn the meeting at 8:46pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Meeting Minutes for Tuesday, May 2nd, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on May 16th, 2023

Cody A Brackett Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

- Absent - Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

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Patten Select Board

Tuesday, May 16th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Vice-Chair Gregg Smallwood called the meeting to order at 5:33pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Rae Bates; Janice Dancer

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Services Director; John Roy, Fire Chief; David Goode, Public Works Assistant; Julie Buhler, Library Director

Public: Charlie Kenney, Kent Smallwood, Cheryl Morse, Randy Bossie, Scott Webb, Barbara Webb, MaryAlice Mowry, Dennis Brackett, Keith Brackett, Shawn Klem

ADMINISTRATIVE

Approve and Sign Warrant #9 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #9. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Approval of Meeting Minutes from Tuesday, May 2nd, 2023

Motion made by R. Bates to approve Meeting Minutes from Tuesday, May 2nd, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

DEPARTMENT UPDATES

Department of Public Works - Kevin Noyes, Director of Public Works

D. Goode: The handicap spot in front of the Town Office was moved for accessibility. The cemetery is now open to the public.

K. Noyes: The contractor will be cleaning reservoir June 5th, 2023.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: AVOC training was held on Sunday, May 7th, 2023.

Fire Department - John Roy, Fire Chief

J. Roy: The assistant Chief, Scott Harmsen, resigned. Work will be done on fire house windows and roof tomorrow. Starting next Tuesday, Fire Department meetings will be held on Tuesdays. The Fire Chief will be on vacation in July but is conducting training to prepare for absence at the Fire Department.

Library - Julie Buhler, Library Director

J. Buhler: The Lumbermen's Museum will open at end of month. There will be a book sale at the Fiddlehead Festival. Preparations have begun for the Summer Reading Program.

Town Office - Gail Albert, Town Manager

G. Albert: The new Front Office Assistant will start June 12th, 2023. June 13th, Katahdin Chamber of Commerce will give a presentation at the Select Board meeting. The Town Office is now closed on Wednesdays and will be closed on May 29th for Memorial Day. John Roy and Brett Morse will be meeting to discuss plan for Brett Morse to begin working with the Fire Department.

Motion made by G. Smallwood to accept resignation of Assistant Fire Chief Scott Harmsen. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

NEW BUSINESS

Personal Property

G. Albert: The Town must collect personal property tax, but it is typically for businesses only, not for private citizens.

School Board

G. Albert: Rebecca Boone will be vacating the office this year.

B. Doody: Potential candidates do not need to take out nomination papers and will be appointed by Select Board.

Contractor Clause

G. Albert: Contractors with outstanding personal property taxes under their businesses will have their remaining balance deducted from their pay.

Motion made by R. Bates to accept proposed contractor clause. Seconded by G. Smallwood. No discussion heard. **Approved 4/0/1.** One member absent.

Parks and Recreation Advisory Committee Ordinance

G. Albert: The Town is seeking volunteers for the Parks and Recreation Advisory Committee. The Parks and Recreation Advisory Committee Ordinance specifies the roles and responsibilities of the Committee. At this time, the Town will not be renting equipment to the public.

Personnel Review Process Proposal

G. Albert: The draft Personnel Review Process has been submitted to legal counsel for review and will become part of the Employee Handbook, once approved. Ms. Albert submitted the draft policy to the Select Board to review.

OLD BUSINESS

Select Board Policy

G. Albert: Peggy Daigle will meet with the Board to discuss the Select Board Policy.

Employee Handbook

J. Dancer: The Employee Handbook has been submitted to legal counsel for review. R. Bates made grammatical changes.

SELECTMEN COMMENT

J. Dancer: The Fire Department granted \$2,888 for (8) masks. The Gloria MacKenzie Foundation grants for Town Office renovations and JAWS of Life for Fire Department passed the first phase of grant process. Ms. Dancer is working on the application for both.

EXECUTIVE SESSION (if necessary) under 1 M.R.S.A. § 405(6) (A)

Motion made by C. Brackett to enter Executive Session at 6:53pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Motion made by G. Smallwood to enter regular session at 7:20pm. Seconded by R. Bates. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

ADJOURN

Motion made by C. Brackett to adjourn the meeting at 7:21pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Meeting Minutes for Tuesday, May 16th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on June 13, 2023

Cody A Brackett Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

Rae Bates Rae Bates

Janice Dancer Janice Dancer

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Patten Select Board

Tuesday, June 13th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street

Meeting Minutes

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Chairman Cody Brackett called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Rae Bates; Janice Dancer

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Services Director; John Roy, Fire Chief; Julie Buhler, Library Director

Public: Christine Parker, Katy Patten, Charlie Kenney, Laura Kenney, Kent Smallwood, Cheryl Morse, Randy Bossie, Dennis Brackett, Kathy Ledford, MaryAlice Mowry

ADMINISTRATIVE

Approve and Sign Warrant #10 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #10. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Approval of Meeting Minutes from Tuesday, May 16th, 2023

Motion made by G. Smallwood to approve Meeting Minutes from Tuesday, May 16th, 2023. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The new Front Office Assistant started on June 12th. The results of the audit have been delayed. The Moro and Hersey audits from last year will be taking place in the office on . The Employee Handbook is under review by legal counsel and should be returned by the end of the week. The new Animal Control Officer has had nine (9) calls and eighteen (18) hours of training since the beginning of May. The Town Office is pursuing unpaid water, sewer, real

estate, and personal property bills. The Board member terms were reviewed; Cody, Gregg, and Janice's terms will end in April 2024, Rae and Dennis's terms will end in April of 2025. Janice's seat will be for a two (2) year term in 2024, and all five (5) seats will be returned to three (3) terms moving forward to stagger the terms again. The deed for the Baptist Church has been approved by the Historical Society and the transfer will be made in the next few days. The new playground sign was donated by Katahdin Trust Company, and a dedication ceremony will take place during Patten Pioneer Days in August. The Town Office and Fire Department are now in the second round for funding from the Gloria C. Mackenzie Grant, thanks to Janice. The Town Office will be closed on Monday, June 19th, and Tuesday, July 4th.

Department of Public Works (DPW) - Kevin Noyes, Director of Public Works

K. Noyes: There is a new sign at the water and sewer plant. The department is looking into raising rates. The sewer at the Town Office was repaired. Cold patch was delivered, so the department has been working to repair spots in the roads. The cemetery has had multiple burials recently and headstones that were tipped over were repaired. Students sanded dugout after spray painting graffiti, the DPW Assistant completed the 911 Addressing training.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: *Left the meeting early due to an ambulance call.*

Fire Department - John Roy, Fire Chief

J. Roy: The department is hoping to hold the JAWS of Life training soon.

Library - Julie Buhler, Library Director

J. Buhler: The Summer Reading Program for kindergarten through fifth grade, to be held on Mondays, will begin Monday, July 10th. There will also be a Summer Reading Program for adults who are interested in participating. On Wednesday, June 21st, at 6:00pm, Stephanie Pelkey will be giving a presentation on cold-pressed soap making at the library. Saturday library hours have been extended on Saturdays to 10:00am until 4:00pm.

NEW BUSINESS

Katahdin Chamber of Commerce Presentation with Christine Parker and Katy Patten

C. Parker: Presentation of information and updates regarding the Katahdin Chamber of Commerce. There will be an unmanned visitors' center in Sherman with ATV / snowmobile maps, information on local non-profits, and more.

Hersey / Moro Plantation Service Agreement

G. Albert: The service agreements for Hersey and Moro Plantation are currently being reviewed and re-evaluated to ensure the Town Office can maintain the staffing needs of all three (3) towns. The Town may need to secure storage outside of the Town Office for Hersey and Moro. All three (3) Boards should meet before the end of the year to review the agreements.

OLD BUSINESS

Select Board Policy

J. Dancer: The Board and Gail Albert will be meeting with Town Consultant, Peggy Daigle, to review the Select Board Policy and division of duties.

Employee Handbook

J. Dancer: The Board is waiting for feedback from Town Legal Counsel for the Employee Handbook.

ADJOURN

Motion made by C. Brackett to adjourn the meeting at 6:48pm. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Meeting Minutes for Tuesday, June 13th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on June 27th, 2023

<u>Cody A Brackett</u>	Chairman Cody Brackett
<u>Gregg Smallwood</u>	Vice Chair Gregg Smallwood
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

TOWN OF PATTEN

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www.pattenmaine.org

Patten Select Board

Tuesday, June 27th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:30pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Rae Bates; Janice Dancer

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Services Director; Julie Buhler, Library Director

Public: Cheryl Morse, Charlie Kenney, Laura Kenney, Kent Smallwood, Randy Bossie, Dennis Brackett, Kathy Ledford, Shawn Klem, Linda Lyons, David Michaud, Scott Webb, Barbara Webb, John Birmingham, Keith Brackett

ADMINISTRATIVE

Approve and Sign Warrant #11 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Warrant #11 was signed, but no motion was made to approve.

Approval of Meeting Minutes from Tuesday, June 13th, 2023

The Minutes from Tuesday, June 13th, 2023 were signed, but no motion was made to approve.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The Employee Handbook is under review by legal counsel and should be returned to the Town Office by the end of the week. The first department head meeting was held last week. The Animal Control Officer will be taking his exam on Wednesday, June 28th. In just over a week, the Town Office processed 381 emails, 140 calls, 56 walk-ins, 20 faxes, 200 transactions, and 40 hours of training new staff. The results of the 2022 audit are expected to be in on Monday, July 10th. The Town Office will be closed on Tuesday, July 4th. The Town Office is preparing for the Annual Meetings of Hersey and Moro Plantation. The boards of each of the three (3) towns should meet before the end of the year.

Department of Public Works - Kevin Noyes, Director of Public Works

K. Noyes: There were four (4) cremations and two (2) full burials at the cemetery in the month of June. David has done several E911 listings. Apex and Wilcox Electric started on the Gardner Street pump station on Monday. Smallwood, Inc. and Mr. Noyes finished the groundwork, the cement pad is finished, and the wall is up for electric panels. There have been some complaints regarding the grading. A quote of \$400 per foot was received from Jim Lord to extend the Town Office to the Town Sewer. Mr. Noyes met with Tom Bruhan on emergency preparedness and resilience.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: The EMT class is in its third week, with eleven (11) students attending. Mr. Morse spoke with a paramedic who is interested in applying to the ambulance department. She lives about an hour away but is interested in working one 24-hour shift a week. The Fire and Ambulance Departments will be hosting an event on August 13th, from 12:00pm to 4:00pm, with a blood pressure clinic, Emergency Vehicle "Touch a Truck" for kids, equipment set up, BBQ by donation, and Dustin's Poker Run stop. Mr. Morse is hoping to also have Fireman Fred perform at the gazebo during the event. The Fire and Ambulance Departments are selling their 50/50 raffle tickets and will have a boot out for donations. All proceeds will go toward a side-by-side rescue fund. The Patten Ambulance was chosen for a grant from the Stephen and Tabitha King Foundation in the amount of \$35,000. This grant money will help fund two LUCAS Chest Compression System. The machines have been ordered and should arrive in about ten (10) to fourteen (14) weeks.

Fire Department - Brett Morse, Director of Public Safety

B. Morse: The Fire Department did hose testing. Training is on Thursday, instead of Tuesday.

Library - Julie Buhler, Library Director

J. Buhler: There have been 272 books circulated from May to June, 181 library visits, 51 interlibrary loans this year, 199 total library cards this year, and 109 computer and Wi-Fi uses from May to June. Seven (7) guests attended the Soap Making demonstration with Stephanie Pelkey. Ms. Buhler was accepted to the Institute for Civic Leadership MDF program to develop and hone skills to lead in collaborative and adaptive ways. There will be seven (7) sessions held from September 2024 through April 2024. She will also be attending the Region 6 State Library meeting in Bangor on July 7th and the Maine Balsam Consortium on July 19th. The Summer Reading program begins July 10th and runs until August 14th. Movie Night will be held during the Patten Pioneer Days, on Wednesday August 9th at 7:00pm.

NEW BUSINESS

Recreation Building

G. Albert: There are twenty (20) people interested in serving on the Parks and Recreation Advisory Committee. The ordinance requires nine (9) members, so the Town Office will be reaching out to determine interest and will present to the Board a list of those who want to serve. The Town will get estimates for repairs needed for Rec. Building. The only money in the budget for the Rec. Building this year is for utilities and mowing.

G. Smallwood: Mr. Smallwood has purchased the equipment for the bathrooms at the Rec. Building.

Residents stated concerns about parking at the Rec. Building.

Motion made by G. Smallwood to give the Select Board the authority to oversee decisions regarding the Recreation Department building until the Parks and Recreation Advisory Committee is formed again. Seconded by R. Bates. No discussion heard. All in favor. Approved 4/0/1. One member absent.

The Board discussed insurance for the Rec. Building. G. Albert stated repairs would have to be made, and the building would have to be ADA compliant before the building could hold any public meetings. C. Brackett stated the Fire Marshal told him it does not need to be compliant with Americans with Disabilities Act (ADA) unless someone complains. Mr. Brackett knows a local contractor willing to look at the building to see what repairs are needed.

Motion made by C. Brackett to allow the Chair of the Select Board to meet with contractors to work towards the reopening of the Rec. Building. Seconded by G. Smallwood. No discussion heard. All in favor. Approved 4/0/1. One member absent.

Tax Acquired Property

G. Albert: The eviction process has begun on the Town-owned property on Shin Pond Road.

The Board reviewed two (2) invoices for payment for code enforcement violations. These invoices will be paid from the General Government fund.

G. Albert: Suggested the Board develop a strategic plan to address tax acquired property issues. Attorney Phil Jordan recommended the Town not get involved in evictions of any residents. No money has been allocated for the cleanup of properties the Town may purchase. It is more beneficial to have the property owner conduct the eviction process.

Motion made by R. Bates to take funds from the General Government fund to cover 3 invoices for cleanup of local properties. Seconded by C. Brackett. Approved 3/0/2. One member absent, G. Smallwood abstained.

Motion made by R. Bates to put moratorium on property cleanup. Seconded by G. Smallwood. Approved 4/0/1. One member absent.

Friends of the Veterans Memorial Library Request

R. Bates: The library received a \$12,000 grant to repair the roof of the Baptist Church building in 2019. After a miscommunication, the roof was never repaired. Ms. Bates reached out to the Stephen and Tabitha King Foundation about what to do with the money. The Friends of Group was told to use the money. The money is currently in the General Fund.

OLD BUSINESS

Select Board Policy

J. Dancer: Select Board Policy has been tabled until the next meeting.

SELECT BOARD COMMENT

R. Bates: Ms. Bates spoke with Eric Goodwin from Katahdin Tourism Partnership and suggested inviting Mr. Goodwin to the July 25th meeting.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:41 pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Meeting Minutes for Tuesday, June 27th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on July 11th, 2023

Cody A B Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

- Absent - Rae Bates

Janice Dancer Janice Dancer

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Patten Select Board

Tuesday, July 11th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Janice Dancer

Select Board Members Absent: Dennis Kelly, Rae Bates

Planning Board Members: Dr. Ronald Blum, Scott Webb

Town Employees: Gail Albert, Town Manager; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Services Director; Julie Buhler, Library Director

Public: Kent Smallwood, Cheryl Morse, Linda Lyons, Charlie Kenney, Laura Kenney, Barbara Webb

ADMINISTRATIVE

Approve and Sign Warrant #s 11 & 12 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant #s 11 and 12. Seconded by J. Dancer. No discussion heard. All in favor. Approved 3/0/2. Two members absent.

Approval of Meeting Minutes from Tuesday, June 13th, 2023

Motion made by C. Brackett to approve Meeting Minutes from Tuesday, June 16th, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Approval of Meeting Minutes from Tuesday, June 27th, 2023

Motion made by C. Brackett to approve Meeting Minutes from Tuesday, June 27th, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The ATV trail behind the Town Office was recently redirected to avoid going through the parking lot. On Friday, August 11th during the Patten Pioneer Days, there will be a dedication ceremony at the Stephen Yates Community Playground. There will be a public hearing held for the ambulance grant on July 25th and a Special Town meeting the same night to approve expenditures for property cleanup.

Department of Public Works - Kevin Noyes, Director of Public Works

K. Noyes: The quarterly water reads are finished. Water and Sewer end of month report were sent to the State. The Department had four (4) or five (5) sewer alarms. The monthly in-house sewer testing was done, and lab samples were sent out. The Department built the roof over the new generator and electric panels at the Gardner Street pump station. The Department got two (2) per- and polyfluoroalkyl substances (PFAS) samples to send to the lab for the Department of Environmental Protection (DEP). Mr. Noyes met Brent Bubar from the Presque Isle Department of Transportation (DOT) office to inspect the washout at the intersection of Church Street and Route 11. The washout was caused by a failure of the underdrain from the State catch basins and Mr. Bubar said they would do a temporary repair on the pipe. They will have a contractor put a camera down in the pipes to determine the extent of the problem so they can determine what repairs need to be done.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: Thanked Patten ATV Club and Dennis Brackett for starting a 50/50 raffle to benefit the ATV Club and Patten Ambulance's Side-By-Side Search and Rescue Fund. When all tickets are sold, at least \$2,500 will be donated to the Fund. On August 13th, Fireman Fred from Presque Isle has agreed to perform at the gazebo from 12:00pm to 3:00pm for the fundraiser event. Fireman Fred has done shows at the Houlton and Presque Isle Fairs for several years. The Ambulance Department is looking for volunteers to make cookies and brownies for the barbeque. A \$50,000 training grant was awarded to the Ambulance Department last year to bring Emergency Medical Technicians (EMTs) up to the Paramedic level. Mr. Morse informed the grant contact person that most of the classes at Northern Maine Community College are now grant funded. The Ambulance Department may be able to use the grant money to purchase equipment such as advanced mannequins, for skills training, community CPR, First Aid classes, and OSHA training. The Ambulance Department is looking to sell three (3) retired ambulance vehicles. Mr. Morse received an offer to sell the 1999 ambulance for \$400. The Department needs permission from the Select Board to sell these vehicles.

Motion made by G. Smallwood to allow Brett Morse to sell the retired ambulances. Seconded by J. Dancer. All in favor. **Approved 3/0/2.** Two members absent.

Fire Department - Brett Morse, Director of Public Safety

B. Morse: Last Thursday, the Fire Department did an extra training as there were five (5) individuals on vacation the first week of July. The Fire and Ambulance Departments will be at Ellis' Market selling 50/50 raffle tickets for the Side-by-Side Fund. Monthly Station duties will be done Thursday, July 13th, 2023. Mr. Morse met with Rae Bates, Gail Albert, and Julie Buhler to discuss the issues with storing library books and supplies at the Firehouse.

Library - Julie Buhler, Library Director

J. Buhler: All money except one check has been collected for the Story Walk. The library will be placing an order from the structure company so they will arrive in time to be installed when the trail is being worked on. There is a total of nineteen (19) children signed up for the in-person sessions of the Summer Reading Program. Eleven (11) attended the first week. An individual will be coming in to help local people with Medicare on July 10th, August 7th, September 4th, October 2nd, October 30th, November 13th, November 27th, and December 11th. Penquis and Home Energy Assistance Program (HEAP) will be doing intake appointments for Fuel assistance on September 11th, 18th, and 25th as well as October 16th and 23rd from 9:00am to 3:30pm. These appointments are pre-booked, but if there are residents who are not current recipients, they can contact them to set up an appointment. The Katahdin Woods and Waters National Monument has reached out the library and museum to hold a Dark Skies event at the museum. Ms. Buhler is hoping to provide more information as it becomes available. Ms. Buhler attended a Region 6 State Library Meeting at Bangor Public Library on July 7th and will be attending the Annual Maine Balsam Libraries Consortium on July 19th, from 9:00am to 3:00pm at Beal College in Bangor.

Planning Department - Dr. Blum

Dr. Blum: Finishing updates to the Animal Control Ordinance to present to the Select Board at the July 25th meeting. The Planning Board is working on the Land Use Ordinance and is currently creating a districting map for the Town of Patten. Other municipalities charge landowners for vacant properties.

NEW BUSINESS

Heavy Loads on Seasonal Roads Policy

K. Noyes: Some small updates were made to the Heavy Loads on Seasonal Roads Policy.

Snow Removal Policy

K. Noyes: Minor changes were made to the Snow Removal Policy.

Financial Update

G. Albert: Ms. Albert presented to the Board the current Town account balances and proposed discussing some accounts that have not had activity in years.

OLD BUSINESS

Select Board Policy

J. Dancer: The Select Board Policy will be discussed at the next Select Board meeting.

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session, pursuant to 1 MRSA §405 (6) (A), to discuss personnel matters with the Town Manager at 6:26pm. Seconded by C. Brackett. No discussion heard. All in favor. Approved 3/0/2. Two members absent.

Motion made by G. Smallwood to enter regular session at 6:38pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Motion made by C. Brackett to have G. Albert handle the personnel matters discussed. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:40pm. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Meeting Minutes for Tuesday, July 11th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on July 25th, 2023

Cody A B Chairman Cody Brackett

Gregg Smallwood Vice Chair Gregg Smallwood

Janice Dancer Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, July 25th, 2023, at 6:00PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

G. Smallwood called the meeting to order at 6:03pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice-Chair; Dennis Kelly; Rae Bates; Janice Dancer

Select Board Members Absent: Cody Brackett, Chairman

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Laura White, Deputy Clerk; David Goode, Public Works Assistant; Brett Morse, Emergency Public Services Director; Julie Buhler, Library Director

Public: Cheryl Morse, Laura Kenney, David Michaud, Kent Smallwood, Terry Hill, Eric Goodwin, MaryAlice Mowry, Jona Fitzpatrick, Amanda Milliken, Linda Lyons, Marcia Pond Anderson, Dr. Ronald Blum, Scott Webb, Barbara Webb, Bruce Hussey, Carter Hall, Randy Bossie.

SPECIAL PRESENTATION

Katahdin Tourism Partnership Presentation with Eric Goodwin

Eric Goodwin: Katahdin Tourism Partnership is looking for a resolution from the Town or a letter of support from the Select Board for the Katahdin Tourism Partnership.

Motion by R. Bates to write a letter of support from the Select Board. Seconded by J. Dancer. All in favor. Approved 4/0/1. One member absent.

ADMINISTRATIVE

Approve and Sign Warrant # 13 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by R. Bates to approve Warrant # 13. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.**

Approval of 2nd Quarter Certificates of Commitment and Warrants for Collection for Water and Sewer

Motion made by R. Bates to approve the 2nd quarter Certificates of Commitment and Warrants for Collection for Water and Sewer. Seconded by J. Dancer. No discussion heard. All in favor.

Approved 4/0/1. One member absent.

Approval of Meeting Minutes from Tuesday, July 11th, 2023

Motion made by R. Bates to approve Meeting Minutes from Tuesday, July 11th, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The second draft of the employee Handbook is expected to be returned to the Town Office from Eaton Peabody by the end of the week. On Friday, July 21st, the 30-day notices for sewer were mailed out. On Friday, July 28th, the 30-day lien notices will be going out for real estate taxes. Gail submitted the results of the audit to the Board for review and will be setting up a meeting with the Select Board, the Budget Committee and the auditors to discuss the results of the audit. Ms. Albert received guidance from the Maine Municipal Association regarding the Supreme Court decision on tax acquired property and will add it to a future agenda for the Board to discuss. During Patten Pioneer Days, the Town will hold a dedication ceremony for the renaming of the Stephen Yates Community Playground, on Friday, August 11th. The Town Office will close at noon for the ceremony.

Finance Update - Gail Albert, Town Manager

G. Albert: There are multiple small balance savings accounts that have had little or no activity that the auditors recommended closing if there are no stipulations with the funds in them.

Department of Public Works - David Goode, Public Works Assistant

D. Goode: A new toilet was installed in the Town Office. The air conditioning was repaired on the red Town truck. The new metal roof was installed on the Gardner Street pump station. The department has also been working on trimming brush along roads and intersections. Parts have been ordered to repair the backhoe. Dehumidifiers were ordered and installed in the pump station and the sewer plant.

Ambulance Department - Brett Morse, Director of Public Safety

B. Morse: Ambulance unit #1 is in Bangor with emissions issues and is expected to be out of service for three (3) weeks. Units 1 and 2 both have over 240,000 miles, unit # 3 has 130,000 miles and will require about \$12,000 in repairs to be back in service. The department will need to start looking for a new ambulance soon. There are currently twelve (12) employees; three (3) paramedics, one (1) advanced emergency medical technician (AEMT), four (4) basic EMTs, and four (4) drivers. Mr. Morse is hoping to gain a few more basic EMTs after the EMT class ends. His goal is to have all staff licensed and eliminate the driver-only position.

Fire Department - Brett Morse, Director of Public Safety

B. Morse: On Thursday, July 20th, the Fire Department conducted portable pump training at Peavey Brook where newer staff were able to get some driving experience. The department now has fifteen (15) members. Six (6) members are cross-trained with the Ambulance Department and hoping to cross-train a couple more members. Twelve (12) members are certified at least at the basic fire level. The next few weeks will be focused on getting the trucks ready for the Patten Pioneer Days parade.

Library - Julie Buhler, Library Director

J. Buhler: The Summer Reading Program is going well, with sixteen (16) children in attendance.

OLD BUSINESS

Snow Removal Policy

Motion made by G. Smallwood to approve the proposed changes to the Snow Removal Policy. Seconded by R. Bates. R. Bates requested to change the name of the former library to the church. All in favor. **Approved 4/0/1.** One member absent.

Heavy Loads on Seasonal Roads Policy

Motion made by G. Smallwood to approve the proposed changes to the Heavy Loads on Seasonal Roads Policy. Seconded by Dennis Kelly. R. Bates asked why the changes were made. G. Albert stated she would discuss the policy with the Public Works Director when he returns from vacation. All in favor. **Approved 4/0/1.** One member absent.

Select Board Policy

J. Dancer: The Board must decide how many meetings a Board member may miss before being removed from the Board. G. Smallwood stated he was told four (4) meetings could be missed. Policy tabled until the next meeting.

NEW BUSINESS

Katahdin Brew Works Liquor License

Motion by G. Smallwood to approve the renewal of the liquor license for Katahdin Brew Works. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

King Pine Wind

G. Albert: Albro Cowperthwaite is hoping to give a presentation at the next Select Board meeting on August 8th.

Parks and Recreation Advisory Committee

G. Albert: Presented the Board with the list of potential volunteers. G. Smallwood requested discussing the list of members during Executive Session.

Municipal Volunteer Policy

G. Albert: will put policy on agenda for August 8th

SELECT BOARD COMMENT

Motion by G. Smallwood to allow J. Dancer to write grant for playground. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session, pursuant to 1 MRSA §405 (6) (A), to discuss personnel matters with the Town Manager at 7:19pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Motion made by G. Smallwood to enter regular session at 8:22pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:23pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 4/0/1.** One member absent.

Meeting Minutes for Tuesday, July 25th, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on August 8th, 2023

Gregg Smallwood Gregg Smallwood, Vice-Chair

Dennis Kelly Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, August 8th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:33pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Dennis Kelly; Janice Dancer, Rae Bates

Planning Board Members: Dr. Ronald Blum, MaryAlice Mowry

Town Employees: Gail Albert, Town Manager; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Julie Buhler, Library Director

Public: Randy Bossie, Linda Lyons, Albro Cowperthwaite, Barbara Webb, Scott Webb, Carter Hall

SPECIAL APPEARANCES

King Pine Wind Presentation with Albro Cowperthwaite

Albro Cowperthwaite: The King Pine Wind Project is expected to start in 2028, could potentially provide 200-300 jobs to the area, and is required by statute to pay \$1.5 million to \$2 million annually to surrounding communities. This would be around \$4,000 to each community. Right now, Mr. Cowperthwaite is looking for what local communities need.

Planning Board Updates

Animal Control Ordinance

Janice Dancer: \$42 kennel license is not included in the proposed Animal Control Ordinance. Dr. Blum stated the Planning Board will review and make revisions.

Dr. Blum: Planning Board is currently working on redistricting.

ADMINISTRATIVE

Approve and Sign Warrant # 14 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by D. Kelly to approve Warrant # 14. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Annual Town Meeting Minutes from Thursday, April 27th, 2023

Motion made by C. Brackett to approve Annual Town Meeting Minutes from Thursday, April 27th, 2023. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Special Town Meeting Minutes from Tuesday, July 25th, 2023

Motion made by D. Kelly to approve Special Town Meeting Minutes from Tuesday, July 25th, 2023. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 5/0/0.**

Approval of Select Board Meeting Minutes from Tuesday, July 25th, 2023

Motion made by C. Brackett to approve Select Board Meeting Minutes from Tuesday, July 25th, 2023. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The Department Head meeting is scheduled for Wednesday, August 9th. Ms. Albert will discuss the second draft of the personnel handbook with legal counsel and hopes to have a final version in the coming weeks. The Town Office is reviewing the Information Technology (IT) contract. Ms. Albert and B. Doody will be attending a finance workshop on August 17th and 18th. The 30-Day sewer notices have been sent out and the 30-day real estate notices were sent out last week. The Playground dedication ceremony will be held on Friday, August 11th immediately following the children's bike parade. The Town Office posted a flyer of all Town department sponsored events during Patten Pioneer Days. The Town Office will be closing at noon on Friday, August 11th for the Playground dedication, and will also be closed on Monday, September 4th for Labor Day.

Finance Update - Gail Albert, Town Manager

G. Albert: There will be a joint Budget Committee and Select Board meeting to review the results of the audit on Tuesday, August 22nd at 2:00pm. G. Albert provided financial reports to the Select Board for review.

Department of Public Works - Kevin Noyes, Director of Public Works

K. Noyes: The Department is expecting to receive quotes from Valley Home Services and Bates Fuel to install heat pumps in a few of the municipal buildings in Town. Mr. Noyes and D. Goode have been working on brush cutting, patching roads, putting calcium down on Happy Corner and Frenchville Roads, and setting up for Patten Pioneer Days. The Department also fixed the gate on the tennis court, finished the trim and installed plywood at the Gardner Street pump station building, and moved road patch materials out of the salt sand shed so G. Smallwood could start moving sand in for the winter. The new bucket was installed on the backhoe but is having problems getting the auxiliary hydraulics to work. A quote was received from John Qualey to grind the end of the Lovejoy Road to help with plowing in the winter.

G. Smallwood: Grinding on the Lovejoy Road will need to be put out for bid.

Ambulance Department - Gail Albert, Town Manager

G. Albert: The Ambulance Department Unit #1 is still in Bangor with emission issues, but a diagnosis has not been received yet. There will be a training on August 9th at 11:30am, for the new Lucas Automated Cardiopulmonary Resuscitation (CPR) devices the Ambulance Department received with grant money. Ambulance Director, Brett Morse, ordered the two power stretchers and they will be delivered next week.

Fire Department - Gail Albert, Town Manager

G. Albert: The Fire Department pumper is out of service. On the scene of an accident, the compressed air foam system got hot, the temperature gauge on the air compressor was not working, and the air compressor was low on oil. Parts to repair the pumper have been ordered. The crew worked together to clean the equipment for the events at Patten Pioneer Days.

Library - Julie Buhler, Library Director

J. Buhler: All the money has been collected and the structures for the Story Walk have been ordered. The Summer Reading Program has sixteen (16) children attending regularly. At the last program, the children donated almost 45lbs. of food to the Community Food Pantry. The children seemed to enjoy the program by Katahdin Woods and Waters National Monument (KWWNM) about the endangered Atlantic Salmon. The last day of the Summer Reading Program will be on Monday, August 15th, and the children will be making their own stuffed rainforest animals. Ms. Buhler thanked Barbara Mitchell, Karen Powers, and the parents who stayed and helped with the program. The library will be showing a movie during the Patten Pioneer Days on Wednesday, August 9th, at 7:30pm. The KWWNM will be presenting the Dark Skies Celebration on Thursday, August 24th from 8:00pm to 10:00pm. The rain date will be August 31st.

OLD BUSINESS

Snow Removal Policy

Motion made by D. Kelly to approve the Snow Removal Policy, as revised. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

Heavy Loads on Seasonal Roads Policy

G. Albert: State Statutes and definitions were added to policy.

Motion made by D. Kelly to approve the Heavy Loads on Seasonally Posted Roads Policy, as revised. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

Select Board Policy

G. Albert: The Board will need to review the sample Conflict of Interest and Remote Policies.

Motion made by C. Brackett to table the Select Board Policy. Seconded by J. Dancer. No discussion. All in favor. **Approved 5/0/0.**

Parks and Recreation Advisory Committee

C. Brackett: The Board will discuss the committee during executive session.

Municipal Volunteer Policy

Motion made by C. Brackett to table the Municipal Volunteer Policy. Seconded by D. Kelly. J. Dancer stated the form should say “application,” not “form.” All in favor. **Approved 5/0/0.**

NEW BUSINESS

Property Cleanup Bid Opening

C. Brackett: The only bid received is from Onil Beaulieu for a total of \$15,500.

Motion made by G. Smallwood to approve the bid under the condition insurance is provided and the cleanup is done to specifications and approval by Kevin Noyes. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

Stephen and Tabitha King Foundation Donation

G. Albert: Gave background on grant donated to the Town for repairs on the Baptist Church building for the library. MMA stated the Town would have to donate the money to the Friends of the Veterans’ Memorial Library group, which would have to go before the Town to vote to donate. There needs to be a discussion about the library building owned by a 501c3 instead of by the Town.

R. Bates: Former Town Office employees were supposed to write a letter to return the money to the Stephen and Tabitha King Foundation, but with turnover, they are unable to find the letter.

J. Buhler: There needs to be a Memorandum of Understanding between the Select board and the Friends of The Veterans’ Memorial Library group.

Motion made by G. Smallwood that \$12,000 from Stephen and Tabitha King Foundation donation should be set aside and not spent. Seconded by R. Bates. All in favor. **Approved 5/0/0.**

Tax Acquired Property Guidance

G. Albert: Attorney Phil Jordan recommended allowing the current landowner to pay their taxes and the legal fees associated with the property.

Motion made by R. Bates to have G. Albert pursue with Phil Jordan what fees and administrative costs would be associated with the property to sell property back to the owner, pending costs. Seconded by C. Brackett. Some discussion around whether the Town can keep properties instead of selling. **Motion approved with four (4) in favor, G. Smallwood opposed.**

Library Storage Needs

G. Albert: In a follow-up inspection by MMA, it was recommended that the books and furniture be removed from the fire department, however, no fines were applied. Moro and Hersey will also be budgeting money for storage.

G. Smallwood: Recommended the Town build a storage unit behind the Town Office. Stated costs would be minimal.

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session, pursuant to 1 MRSA §405 (6) (A), to discuss personnel matters with the Town Manager at 8:32pm. Seconded by C. Brackett. No discussion heard. All in favor. **Approved 5/0/0.**

Motion made by G. Smallwood to enter regular session at 9:03pm. Seconded by D. Kelly. No discussion heard. All in favor. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 9:05pm. Seconded by R. Bates. No discussion heard. All in favor. **Approved 5/0/0.**

Meeting Minutes for Tuesday, August 8th, 2023.
Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on August 22nd, 2023

Cody Brackett Cody Brackett, Chairman

Gregg Smallwood Gregg Smallwood, Vice-Chair

Dennis Kelly Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, August 22nd, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Vice-Chair Gregg Smallwood called the meeting to order at 5:38pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice-Chair; Janice Dancer, Rae Bates

Board Members Absent: Cody Brackett, Dennis Kelly

Town Employees: Gail Albert, Town Manager; Laura White, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Safety Director; John Roy, Fire Chief; Julie Buhler, Library Director

Public: David Michaud, MaryAlice Mowry, Dr. Laurie Osher, Kent Smallwood, Charlie Kenney, Laura Kenney, Amanda Milliken, Randy Bossie, Barbara Webb, Scott Webb

SPECIAL APPEARANCES

Community Resilience Partnership Program with Dr. Laurie Osher

Laurie Osher: Eastern Maine Development Corporation has created the Community Resilience Partnership Program to give communities the opportunity to work together to apply for money from the State for combating climate change.

ADMINISTRATIVE

Approve and Sign Warrant # 15 for General Government, Water, Sewer, Ambulance, General Government Payroll, Ambulance Payroll, Corriveau Fund

Motion made by G. Smallwood to approve Warrant # 15. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Approve and Sign Select Board Meeting Minutes from Tuesday, August 8th, 2023

Motion made by G. Smallwood to approve Select Board Meeting Minutes from Tuesday, August 8th, 2023. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: The Town is transitioning to a new Information Technology (IT) specialist who is better equipped to manage the software used by the Town Office. The Town Office will be closing on Thursday, September 14th at 11:00am for a staff luncheon and an Active Shooter training webinar.

Department of Public Works - Kevin Noyes, Director of Public Works

K. Noyes: The department applied a temporary patch on the chimney at the Recreation building. Two estimates were received for a more permanent fix with snow brakes. One was for \$2,000 if the steel is replaced, the other was for \$1,000 if the steel is patched and snow brakes are added. The department also patched the playground yard for Patten Pioneer Days and has been working on patching streets. Several new E911 addresses have been added to the system. There was an inspection at the land fill site by the Department of Environmental Protection (DEP). The Town is supposed to be mowing the land fill site once a year, however, it was dropped from the mowing contract several years ago. There will not be a fine, but the Town needs to start mowing it again.

Emergency Public Safety - Brett Morse, Emergency Public Safety Director

B. Morse: Patten Pioneer Days were busy for the Fire and Ambulance Departments. There were events for the Teddy Bear picnic, Touch-a-Truck, two parades, the fundraiser BBQ, and the Playground dedication ceremony. The basic EMT class has finished, students will now be taking the national exam. The two (2) Lucas CPR machines, and two (2) new power stretchers are now in service and are in two of the ambulance rigs. The \$85,000 awarded grants have allowed the Ambulance Department to make much-needed equipment upgrades. Discussions are taking place regarding 2024 coverage contracts. The Ambulance Department was invited to run the food booth at the Sherman Old Home Days Softball Tournament on Sunday, September 3rd. Proceeds from the event will benefit the Side-by-Side Fundraiser. A fluke issue was discovered on Fire Engine 721, which had an issue with the overheating air compressor. The hose that runs to the compressor had a piece of Teflon wedged inside it, blocking the water. It remained cool during a test run, and K & T Motors replaced the metering valve that mixes the water and foam.

Library - Julie Buhler, Library Director

J. Buhler: The Summer Reading Program ended on August 14th. Twenty-One (21) signed up and nineteen (19) attended most events. The last day included making stuffed animals and each member received a new book. The Katahdin Woods and Waters National Monument (KWWM) will be presenting the Dark Skies Celebration on Thursday, August 23rd, 2023, from 8:00pm to 10:00pm. The class is full with twenty-five (25) registered attendees. The library is also hosting a lavender wreath making class at 6:00pm on the same night. This class is also full with twenty-five (25) registered attendees. The Katahdin Area Region Libraries will be meeting on August 28th. There will be an Institute for Civic Leadership training in Augusta on September 14th and 15th.

OLD BUSINESS

Select Board Policy 2023

Motion made by R. Bates to approve the Select Board Policy. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Municipal Volunteer Application

Motion made by G. Smallwood to approve the Municipal Volunteer Application. Seconded by R. Bates. J. Dancer requested the form be made to allow people to volunteer for committees as well as municipal departments. All in favor. **Approved 3/0/2.** Two members absent.

Tax Acquired Property Update

G. Albert: MMA released updated guidance on State Statutes relating to Tax Acquired Properties.

Rec. Building Update

G. Albert: There is a lot of mold in the building and many repairs are still needed.

G. Smallwood: The Town should save money and apply for grants to build a new Town Office and Recreation building.

Municipal Employee Handbook Update

G. Albert: Will have updates at the next meeting.

NEW BUSINESS

Real Estate Tax Abatement Request (Case # 002)

Motion made by G. Smallwood to table the discussion of this request until more information can be provided. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Bid Process Policy

G. Albert: Proposed a draft bid process policy to the Board. The Board discussed following State guidelines for putting municipal contracts out for bid.

Motion made by R. Bates to adopt State guidelines regarding putting contracts out for bid. Seconded by G. Smallwood. G. Albert will share an updated policy based on State regulations. All in favor. **Approved 3/0/2.** Two members absent.

Quote for Municipal Heat Pumps

Motion made by G. Smallwood to table the discussion on municipal heat pumps. Seconded by R. Bates. G. Albert offered to reach out to Laurie Osher regarding grants for heat pumps. All in favor. **Approved 3/0/2.** Two members absent.

Date of Public Hearing Regarding Public Safety

G. Albert: The Public Hearing regarding Public Safety is scheduled to take place on Thursday, August 7th, 2023, at 5:30pm. The discussion around the Recreation Building will also take place the same night.

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session, pursuant to 1 MRSA §405 (6) (A), to discuss personnel matters with the Town Manager at 7:39pm. Seconded by R. Bates. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Motion made by G. Smallwood to enter regular session at 8:53pm. Seconded by J. Dancer. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Motion made by R. Bates to authorize B. Morse to order a new ambulance from Demers with the expected delivery of June 2024. Seconded by G. Smallwood. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 8:55pm. Seconded by R. Bates. No discussion heard. All in favor. **Approved 3/0/2.** Two members absent.

Meeting Minutes for Tuesday, August 22nd, 2023.

Respectfully submitted by,

Laura A. White
Deputy Town Clerk
Town of Patten

Minutes approved on September 19, 2023

Gregg Smallwood Cody Brackett, Chairman

Gregg Smallwood Gregg Smallwood, Vice-Chair

Dennis Kelly

Rae Bates Rae Bates

Janice Dancer Janice Dancer

TOWN OF PATTEN

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Patten Select Board

Tuesday, October 3rd, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chairman Cody Brackett called the meeting to order at 5:28pm.

ROLL CALL

Select Board Members: Cody Brackett, Chairman; Gregg Smallwood, Vice-Chair; Dennis Kelly; Janice Dancer; Rae Bates

Town Employees: Gail Albert, Town Manager; Willow Brooks, Front Office Assistant; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Safety Director; Julie Buhler, Librarian; Bruce Hussey, Code Enforcement Officer; Jon Harvey, Animal Control Officer; John Roy, Fire Chief

Public: Cheryl Morse, Ted Pettengill, Dave Michaud, Linda Lyons, Doris DeRespino, Dennis Brackett, Ervin Tower, Wendy Anderson, Scott Webb, Barbara Webb, Sharon McPhee, Donald Adams, John Birmingham, Dr. Ronald Blum, Sheldon Anderson, Kathleen Ledford, Steve Anderson, Cheryl Anderson, Mike Martin, Jayne Melvin, Susan Adam. Two or three names were not heard on the recording.

SPECIAL PRESENTATION

Planning Board Updates

Planning Board Chair, Ronald Blum, presented the Select Board with a list of topics to be discussed at the Select Board/Planning Board Workshop on Thursday, November 2nd, at 4:30pm. Chairman Cody Brackett approved the discussion topics.

ADMINISTRATIVE

Approve and Sign Warrant #18 for General Government, Water, Sewer, Ambulance

Motion made by C. Brackett to approve Warrant #18, seconded by D. Kelly. No discussion heard, all in favor. **Approved 5/0/0.**

Approve and Sign Select Board Meeting Minutes from Tuesday, September 5th, 2023

Motion made by C. Brackett to approve Meeting Minutes from Tuesday, September 5th, 2023, seconded by D. Kelly. No discussion heard, all in favor. **Approved 5/0/0.**

Approve and Sign Select Board Meeting Minutes from Tuesday, September 19th, 2023

Motion made by C. Brackett to approve Meeting Minutes from Tuesday, September 19th, 2023, seconded by J. Dancer. No discussion heard, all in favor. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Office – Gail Albert, Town Manager

The Town Office continues to receive Personal Property and Real Estate Taxes. The Town also received a deposit from the state which has now been accounted for, with \$50,000 of it going towards the ambulance department and the balance to the sewer department as part of the grant payment. Brett Morse and Gail attended a meeting with Lt. Harris last week as a follow-up to the Public Hearing the Town held last month. There was a discussion about the Solar Eclipse coming up in April. Revisions are being made to the Town of Patten Website, and the Town Office is working on a Fall Newsletter with reminders for residents.

The Office will be closed October 9th, and the next Select Board meeting is scheduled for October 24th. The Select Board meeting calendar for December will be adjusted to not interfere with the holidays.

Department of Public Works – Kevin Noyes, Director of Public Works

Sewer fields are cleaned of trees enough to finish spraying, but DEP wants a daylight harvest done on the fields. Kevin spoke with DEP Solid Waste about the brush pile, and they said they do not typically get involved unless there are complaints of smoke or contaminations in the brush pile (garbage, pressure treated wood, building debris). Kevin had a discussion with Jim Lord from Dirigo Engineering, and he mentioned there was money available to replace galvanized lines.

Emergency Public Safety – Brett Morse, Emergency Public Safety Director

The Select Board signed off on the 2024 service agreements to send to the other towns.

Library – Julie Buhler, Librarian

Story Walk structures and story books have arrived. Work on the Story Book Trail will begin in November and should take about a week. The library has been busy and summer reading was successful. There are now 214 registered library patrons, and the library has received 108 interlibrary loan requests. The library now has three volunteers to help with tasks, programming, and projects.

Appointments to assist local people with Medicare will be held at the library in the coming months. Penquis/HEAP will be doing intake appointments on October 16th from 9-3:30 for fuel assistance.

The KWWNM Dark Skies events were successful. Julie attended her first session of Institute for Civic Leadership in September and will be attending another from October 11th-13th at Outbound on Hurricane Island. She will also be meeting with Ben Bussiere from Eastern Maine Development Corporation to see how the library can partner with them for programming.

There will be a public meeting about the new library on October 23rd at 6:00pm.

OLD BUSINESS

Select Board Remote Policy

Motion made by C. Brackett to table this discussion, seconded by D. Kelly. No discussion heard, all in favor. **Approved 5/0/0.**

Select Board Conflict of Interest Policy

Motion made by C. Brackett to approve the policy, D. Kelly seconds. No discussion heard, all in favor. **Approved 5/0/0.**

Recreation Committee Appointment

Motion made by C. Brackett to table this discussion, D. Kelly seconds. No discussion heard, all in favor. **Approved 5/0/0.**

Recreation Building Update

G. Smallwood: Found someone in Island Falls who might be willing to tear the building down in exchange for materials.

G. Albert: Gregg should find out if he could work on the inside of the building throughout the winter and move to the outside when it gets warmer.

NEW BUSINESS

School Board Appointment

Motion made by C. Brackett to approve Rachel Shorey-Campbell as interim School Board Member until the election on November 7th. Seconded by J. Dancer, no discussion heard. All in favor. **Approved 5/0/0.**

Patten Planning Board Appointment

G. Albert: Mary Alice Mowry turned in her official resignation, and there is now a vacancy on the Planning Board for the Vice-Chair position. We have received two emails from people who are interested, one being Dennis Brackett who is already an Associate Member, the other being Barbara Webb.

Motion made by G. Smallwood to approve Dennis Brackett as new Vice-Chair of the Planning Board, and Barbara Webb as an Associate Member. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 abstention.**

Sewer Update

Gail Albert and Kevin Noyes met with Sean Bernard from DEP on the options for the Town Sewer. Jim Lord from Dirigo Engineering said a rate increase is necessary and he will be sending over a rough draft of what the increase should be. Kevin is looking into getting a loan to run the sewer from stubs to homes to encourage more homes to hook up to the Town Sewer. Jim Lord is in support of this idea and is going to reach out to DEP and CDBG about a grant Public Works could apply for.

Patten Historical Society

Ervin Tower presented a survey on behalf of the Patten Historical Society and invited Surveyor Tim Caddy to the meeting. The survey shows an encroachment by a shed owned by Sheldon Anderson on Historical Society property. Code Enforcement Officer Bruce Hussey explained to Ervin and the Historical Society that an adjudication could potentially trump the survey.

C. Brackett: The Town will be staying neutral on the matter, hopefully this can be settled out of court.

EXECUTIVE SESSION

Motion made by C. Brackett to enter Executive Session, pursuant to 1 MRSA §841(2), to discuss personnel matters, at 6:26pm. Seconded by G. Smallwood, no discussion heard. All in favor. **Approved 5/0/0**

Motion made by R. Bates to exit Executive Session at 6:58pm, D. Kelly seconded. Nothing decided. **Approved 4/0/1 abstention.**

ADJOURN

Motion made by R. Bates to adjourn the meeting at 7:00pm, J. Dancer seconded. All in favor, meeting adjourned. **Approved 5/0/0.**

Meeting Minutes for Tuesday, October 3rd, 2023.

Respectfully submitted by,

Willow E. Brooks
Front Office Assistant
Town of Patten

Minutes approved on Tuesday, October 24th, 2023

<u>Cody A B</u>	Cody Brackett, Chairman
<u>Gregg Smallwood</u>	Gregg Smallwood, Vice-Chair
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

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Patten Select Board

Tuesday, October 24th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chair Cody Brackett called the meeting to order at 5:33pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Janice Dancer, Rae Bates, Dennis Kelly

Board Members Absent: Gregg Smallwood, Vice-Chair

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Safety Director; Julie Buhler, Library Director

Public: Dennis Brackett, Teresa Schmidt, John Birmingham, Cheryl Morse, Scott Webb, Barbara Webb, Randy Bossie, Kent Smallwood, Brent Cullen, Susan Cullen, Roanne Violette, Denise Jutras

ADMINISTRATIVE

G. Albert: Ted Pettengill was on the Agenda for Cemetery Lighting, but he is absent.

Motion made by R. Bates to remove Cemetery Lighting from the Agenda. Seconded by C. Brackett, no discussion heard. All in favor. **Approved 4/0/1 absent.**

Approve and Sign 4th Quarter Certificates of Commitment and Warrants for Collection for Water and Sewer

Motion made by C. Brackett to approve 4th Quarter Certificates of Commitment and Warrants for Collection for Water and Sewer. Seconded by D. Kelly, no discussion heard. All in favor. **Approved 4/0/1 absent.**

Approve and Sign Warrant #19 for General Government, Water, Sewer, Ambulance

Motion made by C. Brackett to approve Warrant #19, seconded by D. Kelly. No discussion heard, all in favor. **Approved 4/0/1 absent.**

Approve and Sign Select Board Meeting Minutes from Tuesday, October 3rd, 2023

Motion made by C. Brackett to approve the minutes from October 3rd, seconded by J. Dancer. No discussion heard, all in favor. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Office - Gail Albert, Town Manager

G. Albert: Willow Brooks has been promoted to Deputy Town Clerk as of October 16th. The Fall Newsletter for residents is posted around town and is available on the Town of Patten website as well as at the Town Office. Select Board meetings for the next couple months are scheduled and will be on November 14th, November 28th, December 5th, and December 19th. The Town Office will be closed on Election Day, November 7th, and Friday November 10th, as well as Thanksgiving Day(November 23rd) and Friday the 24th. There is a Select Board / Planning Board Work Session scheduled for Thursday, November 2nd at 4:30pm.

Financial Updates

G. Albert: Janice Dancer has been working hard on grants for the Town, the Fire Department was just awarded \$48,000 for Jaws of Life tools and training, and the Town Office was awarded \$47,000 for renovations. Both grants come from the Gloria McKenzie Foundation.

The Town has received Personal Property Taxes of \$38,185, with \$3,995 abated and \$3,433.72 outstanding. The Town Office has also received \$667,473 in Real Estate Taxes, with \$2,963 abated and an outstanding balance of \$358,596.

A few months ago, the Town received a check in the amount of \$5,000 from Dave Cunha to go towards maintenance of the Recreation Building. There are plans in the future for the building to be torn down, so the Town is awaiting an updated letter from Mr. Cunha specifying what he would like to be done with the money instead.

Department of Public Works - Kevin Noyes, Director of Public Works

K. Noyes: The Public Works Department has ditched the length of Mill Street, several sections of Pleasant Street, and a section of Gardner Street. Meter reads are completed, sewer spraying is done, and the lines are drained. Apex came to install new pumps, but they were the wrong voltage, so they are working with the pump suppliers to get the correct ones. The old pumps are working, although the lift rails have been removed. Kevin and David have begun flushing hydrants. There was a broken curb stop on South Patten Road, and it has since been repaired.

The sewer grant for Theresa Berry's daycare has been approved, and work should start soon. Kevin had a cremation burial this week, and there is another one scheduled for this weekend(October 28th). The salt sand shed has been weed wacked, and the brush growing on the old land fill has been cut.

The floorboard in the red pickup broke, and the shift cable went with it. Parts are in stock just haven't been installed yet.

Emergency Public Safety - Brett Morse, Emergency Public Safety Director

B. Morse: Discussed Standard Operating Guidelines for the Fire Department and presented an updated draft version of the Fire Department Bylaws. The updates and corrections will be brought back to the Select Board for review and approval.

Library - Julie Buhler, Library Director

J. Buhler: The library now has 215 registered library patrons and has circulated 1,738 items from January 1st to date. Work has begun on the Story Book Lane and structures will be in place soon. There is continuous usage of our Wi-Fi and public computers. Another Health & Wellness session was held on the 19th, and 9 people attended. Katahdin Trust Company will be presenting a program on Safe Banking for Seniors on November 9th at 11:00am. The museum is closed for the season.

There will be a representative at the library assisting with Medicare on October 30th, November 13th, November 27th, and December 11th. She will also be doing some educational classes on Medicare at 4:00pm on those days.

The Penquis/HEAP intake appointments in September and October served 39 people. Julie attended a Region 6 State Library Meeting at Millinocket Memorial Library on October 20th. The Friends of the Veterans' Memorial Library held several informational meetings to share the preliminary plans for the new library with the public.

OLD BUSINESS

Select Board Remote Policy

Motion made by R. Bates to approve the Select Board Remote Policy, seconded by J. Dancer. No discussion heard, all in favor. **Approved 4/0/1 absent.**

Recreation Committee Appointment

Motion made by R. Bates to approve the list of nominees for the Parks and Recreation Committee. Seconded by C. Brackett, no discussion heard. All in favor. **Approved 4/0/1 absent.**

NEW BUSINESS

Public Safety Concerns

Discussion amongst residents regarding support services for families and people affected by drug and alcohol use.

SELECT BOARD COMMENT

PUBLIC COMMENT

ADJOURN

Motion made by C. Brackett to adjourn the meeting at 7:18pm, seconded by D. Kelly. No discussion heard, all in favor. **Approved 4/0/1 absent.**

Meeting Minutes for Tuesday, October 24th, 2023.

Respectfully submitted by,

Willow E. Brooks
Deputy Town Clerk
Town of Patten

Minutes approved on November 14th, 2023

_____	Cody Brackett, Chair
<u>Gregg Smallwood</u>	Gregg Smallwood, Vice-Chair
<u>Dennis Kelly</u>	Dennis Kelly
<u>Rae Bates</u>	Rae Bates
<u>Janice Dancer</u>	Janice Dancer

TOWN OF PATTEN

21 Katahdin Street | PO Box 260 | Patten, ME 04765

Phone 207.528.2215 | Fax 207.528.2055

www.pattenmaine.org

SELECT BOARD / PLANNING BOARD WORK SESSION

Location: Public Works Garage, 21 Katahdin Street, Patten, ME 04765

Date & Time: Thursday, November 2nd, 2023, at 4:30pm

Called to order at 4:30pm.

ROLL CALL

Select Board: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Dennis Kelly, Janice Dancer, Rae Bates

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk

Planning Board: Ron Blum, Chair; Barbara Webb, Secretary; Scott Webb

Public: Kent Smallwood

TOPICS FOR DISCUSSION

Ron Blum, MD, Chair of the Planning Board, opened the meeting by providing an explanation of the zoning map which could be used in the Comprehensive Land Use Ordinance. The Planning Board has sued the Island Falls' plan as a guide. The intent is to maintain the quaint and historic feel of the town but also allow for commercial progress. Once complete, this map will be held in the Town Office and updated as needed.

VACANCY FEES

There was an agreement that a fee should be charged for vacant homes that are not kept in livable condition. These fees could be added to the real estate tax bill the property owner receives would.

NUISANCE PROPERTY

Items related to nuisance property will be reviewed by the Planning Board for options that would be enforceable within the ordinance.

SHORT TERM HOUSING

The Planning Board will review the Building Ordinance and update any items that do not align with Maine State Regulations. There was a discussion that the Town may need the services of a building inspector in the future.

VETERINARY FACILITIES / KENNELS

There was agreement that veterinary facilities and kennels should be limited to outside the Village Center. The Noise Ordinance will need to be reviewed and address animal noise nuisance.

LIVESTOCK / POULTRY

The Planning Board will draft a new ordinance related to livestock and submit it to the Select Board for approval and then voted on by town residents.

EXTENDED-STAY HOUSING / MOTEL

There was agreement that the Town would refer to the Maine State law for regulation on this item.

TINY HOMES

A section on Park Model structures will be included with tiny homes, park model RVs and RV campers in the ordinance.

WIND ENERGY FACILITY

The Planning Board will draft a section on Wind Energy Facilities modeled after the Solar Ordinance.

OFFICIAL DISTRICT / ZONING MAP

Coordination with Comprehensive Plan—Will review and revise as needed.

Meeting adjourned at 6pm

Respectfully submitted by,

Barbara Webb, Planning Board Secretary

Minutes approved on November 28, 2023

Planning Board:



Ronald Blum, Chair



Barbara Webb, Secretary



Scott Webb

Select Board:

Cody Brackett, Chair



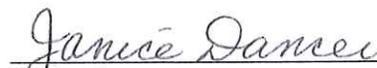
Gregg Smallwood, Vice-Chair



Dennis Kelly



Rae Bates



Janice Dancer

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Patten Select Board

Tuesday, November 14th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Vice-Chair Gregg Smallwood called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice-Chair; Janice Dancer, Dennis Kelly, Rae Bates

Board Members Absent: Cody Brackett, Chair

Town Employees: Gail Albert, Town Manager; Willow Brooks, Deputy Town Clerk; Kevin Noyes, Director of Public Works; David Goode; Public Works Assistant; Brett Morse, Emergency Public Safety Director; Julie Buhler, Library Director; John Roy, Fire Chief

Guest Speakers: Marie Robinson & Brittany Arbo, Katahdin Children & Families Foundation (KCFF)

Public: John Birmingham, Randy Bossie, David Michaud, Linda Lyons, Ron Blum, MD; Kerry McNally, Teena Goode, Scott Webb, Cheryl Morse

GUEST SPEAKER - Katahdin Children & Families Foundation (KCFF)

Brittany Arbo, President, and Marie Robinson, Executive Director, presented their mission and what they've been working on at KCFF Tuesday evening. Their goal is to be responsive to the families in our community and provide learning opportunities beyond the public school system. The Katahdin Children and Families Foundation is connecting children and families to their community and reducing barriers to quality childcare and parent education.

Marie and Brittany are partnered with RSU 89 in providing an After-School Program for children enrolled in Pre-K – Grade 1 (Katahdin Cubs After Care). Play-based Learning is one of the core values of KCFF, and that's why they've opened The Orchard. The Orchard is a self-directed learning center, where children and families can connect with nature and each other. There are 4 acres on the property (250 Waters Rd, Patten, ME) that hosts over 100 fruit trees, a farm pond to explore, and several other play-based learning activities.

KCFF is funded by the Elmina B. Sewall Foundation, VELA Education Fund, and the Quimby Family Foundation.

ADMINISTRATIVE

Executive Session under 1 M.R.S.A. § 405(6)(A) was added to the agenda.

Approve and Sign Warrant #20 for General Government, Water, Sewer, Ambulance

Motion made by G. Smallwood to approve Warrant #20. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Select Board Meeting minutes from Tuesday, October 24th, 2023

Motion made by G. Smallwood to approve the meeting minutes from October 24th. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Office – Gail Albert, Town Manager

G. Albert: The Town Employees will be participating in MMA University trainings (e.g., customer service) in the coming weeks. David Goode, Public Works Assistant, will be working in the office two days a week on some special projects (Recreation Building tear-down, etc.) pending snow removal needs.

The Town received a grant for \$1,000 from the Northern Penobscot Action Council for the Stephen Yates Community Playground.

Personal Property payments for 2023 taxes received to date are \$38,629, \$3,983 were abated and \$2,924 remain outstanding for this year. The town has received \$762,979 in Real Estate tax payments, \$3,044 were abated and an outstanding balance of \$262,944.

The Town office will be closed on November 23rd and 24th (State Holidays for Thanksgiving).

Dates are being discussed for end of year meetings with the Patten Select Board and Hersey and Moro Board Chairs.

Policy on Sales Tax Reimbursement and Expense Reimbursement to Non-Employees

Gail Albert spoke with the Auditor regarding creating a policy stating that the Town does not reimburse sales tax and will not reimburse non-employees of the Town for expenses. The Auditor advised that only employees should be reimbursed for purchases made for the Town, and there was discussion of possibly getting Town credit cards for other departments (Ambulance, Fire, etc.) to resolve the issue of using personal cards and paying sales tax for Town purchases. Gail will provide the select board with a draft policy relating to sales tax reimbursement and reimbursement of expenses by town employees.

Employee Job Performance Review

A draft of the Employee Job Performance Review materials was provided to the Board. The program will launch in December 2023 and take place annually. The Board will review and approve the employee job performance materials at a future Select Board meeting.

Department of Public Works – Kevin Noyes, Director of Public Works

K. Noyes: The Public Works Department has finished flushing hydrants and has shut water off at several different homes for the winter. There have been multiple burials, and the Cemetery is now closed until spring. The headworks at the Sewer Plant have been cleaned and insulated. The Cemetery Road has been patched, along with Barleyville, Frenchville, Lovejoy, and Potato Row. Kevin and David rebuilt a hydrant on Main Street. The backhoe has been serviced, several ditches have been cleaned, and the Brush Pile is shut down for winter. The Sewer License Renewal is also finished and in the mail.

Emergency Public Safety – Brett Morse, Emergency Public Safety Director

B. Morse: On November 3rd, a Fire Department Town Mutual Aid supper was held in Sherman. 14 Patten Fire Department staff attended. The new Jaws of Life were delivered, and the Fire Department is awaiting in-service training.

Brett asked the Board to approve and accept a \$25,000 grant from Huber Resource Corporation for the Side by Side the Ambulance Department will purchase..

Motion made by G. Smallwood to accept the grant from Huber. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Brett also asked the Board for the approval for a grant from Penobscot County for the Ambulance Side by Side fund in the amount of \$54,000.

Motion made by G. Smallwood to accept the grant from Penobscot County. Seconded by R. Bates, no discussion heard. **Approved 4/0/1 absent.**

Cardiac Monitor

B. Morse: The Ambulance Department's oldest Cardiac Monitor is no longer serviceable per FDA mandate. Brett is requesting \$32,000 from the Town to purchase a new Cardiac Monitor.

Motion made by G. Smallwood to allow the Town to purchase a new Cardiac Monitor with \$32,000 from the fund balance. Seconded by R. Bates, no discussion heard. **Approved 4/0/1 absent.**

Library – Julie Buhler, Library Director

J. Buhler: The structures for Story Book Lane are up and there will be a clean-up and finish up day scheduled. There will be winter access to the trail and a formal ribbon cutting will take place in the spring. The library continues to save more money through interlibrary loans. Katahdin Trust Company held a program on Safe Banking for Seniors on November 9th, and Julie hopes to partner with them for more programs.

There will be a wellness session on November 30th at 6:00pm. The Medicare representative will be at the library again on November 27th, and December 11th. Julie attended the Maine Broadband Summit in Waterville on November 15th and attended her third session of the Institute for Civic Leadership on November 16th in Augusta.

OLD BUSINESS

Recreation Committee Appointment – Willow Brooks, Deputy Town Clerk

W. Brooks: A letter was sent out on November 1st to the eight volunteers that were selected by the Board. Three of them have responded and confirmed their interest in serving on the committee. If by the end of the month the Town hasn't received more responses, the same letter will be sent to the alternates.

NEW BUSINESS

Grant Writing Approval – Janice Dancer

Janice asked for approval from the Select Board to apply for three more grants from the Gloria McKenzie Foundation. These will be for Part 2 of Office Renovations, the Stephen Yates Community Playground, and Community Public Safety Education and Materials.

Motion made by G. Smallwood to approve Janice's 3 grant applications. Seconded by D. Kelly, no discussion heard. **Approved 3/1 absent/1 abstention.**

Projected Sewer Expenses – Kevin Noyes, Director of Public Works

K Noyes: Set up a meeting with Jim Lord from Dirgo to see if there is room to expand the sewer. There are about 130 possible hookups, and the system was only designed for 93 services. There are around 40 people/businesses hooked on to the sewer and it needs to at least double if the sewer is going to pay for itself.

Discussion of charging a readiness to serve, expanding the sewer, and the condition of the spray fields.

K. Noyes: There are grants available for major repairs, but operation costs are solely the Town's responsibility.

SELECT BOARD COMMENT

PUBLIC COMMENTS

EXECUTIVE SESSION

Motion made by G. Smallwood to enter Executive Session at 6:49pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to exit Executive Session at 7:37pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to change the Patten Fire Department Bylaws to remove the residency requirement for Fire Department Officers. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to provide group life insurance to the Emergency Public Safety Director and three essential Patten Ambulance Department employees. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:42pm. Seconded by D. Kelly, no discussion heard. **All in favor.**

Meeting Minutes for Tuesday, November 14th, 2023.

Respectfully submitted by,

Willow E. Brooks
Deputy Town Clerk
Town of Patten

Minutes approved on November 28, 2023

Gregg Smallwood

Gregg Smallwood, Vice-Chair

Dennis Kelly

Dennis Kelly

Rae Bates

Rae Bates

Janice Dancer

Janice Dancer

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Patten Select Board

Tuesday, November 28th, 2023, at 5:30PM
Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.
Audio copies of the meeting are available at the Town Office.

Vice-Chair Gregg Smallwood called the meeting to order at 5:30pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice-Chair; Janice Dancer, Rae Bates, Dennis Kelly

Select Board Members Absent: Cody Brackett, Chair

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Town Clerk; Brett Morse, Emergency Public Safety Director; Julie Buhler, Library Director

Public: Cheryl Morse, Randy Bossie, John Birmingham, Dennis Brackett, Kent Smallwood

ADMINISTRATIVE

Approve and Sign Warrant #21 for General Government, Water, Sewer, Ambulance

Motion made by G. Smallwood to approve Warrant #21, seconded by D. Kelly. No discussion heard, all in favor. **Approved 4/0/1 absent.**

Approve and Sign Select Board / Planning Board Meeting Minutes from Thursday, November 2nd, 2023

Motion made by G. Smallwood to approve the minutes from November 2nd. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Select Board Meeting Minutes from Tuesday, November 14th, 2023

Motion made by G. Smallwood to approve the minutes from November 14th. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Office – Gail Albert, Town Manager

G. Albert: Billie Doody celebrated her 2-year anniversary at the Town Office recently.

An MMA University training was held last week, and there will be additional training for Department Heads in early 2024. The Town Office received a new phone system and is awaiting training and installation.

Town Office Employees will be attending an off-site Strategic Planning Meeting on December 6th. Joseph Kukla (IT Support) will be at the Select Board meeting on December 19th to assist with reconfiguring personal devices for Town Office emails. Gail is also working on writing a letter to businesses in the area about the Solar Eclipse in the spring.

Gail Albert will be meeting with Laurie Osher to discuss the Community Resilience Program and heat pumps for municipal buildings.

The Town Office continues to receive Personal Property and Real Estate Taxes.

Financial Update

Overview of the checking, savings, and CD accounts. There was a big jump in the Town's ICS account from the 300,000 transfer the Town made from the checking account recently.

Gail Albert met with Rae Bates last week regarding the fund balance. Gail is working on creating a policy per the auditor regarding how the money from the fund balance will be spent/reimbursed.

R. Bates: Budget lines should be specific.

G. Albert: Ideally the budget should be discussed earlier than last year, the Board should start planning in January.

Department of Public Works – Kevin Noyes, Director of Public Works

K Noyes: The Cemetery has been blocked off but will be opened up for the Wreaths Across America event on December 2nd. The pump station at Gardner Street is cleaned up but Public Works is still waiting on pumps, and a three-phase protector at the school yard pump station was replaced. David and Kevin did some small ditching projects, and snow equipment is ready for plowing. The Town Christmas lights are up and the generator at Lovejoy was filled after a long power outage.

Emergency Public Safety – Brett Morse, Emergency Public Safety Director

B. Morse: John Birmingham and Brett Morse will be attending a FEMA grant workshop in the coming weeks. The Fire and Ambulance Departments will be participating in the Wreaths Across America parade on Saturday, December 2nd. The departments will receive in-service training for Jaws of Life on December 3rd. The elections of officers for the Fire Department will take place Monday, December 4th.

Ambulance Contracts

The Ambulance Department secured a contract with Stacyville for 2024. Brett is also working on contracts with Hersey, Moro, and Penobscot County unorganized territory. The auditor advised that taxpayers should not be funding the Ambulance Department. Brett Morse has devised a contract, and the Select Board must agree to a contract with the Ambulance Department. This will be included in the budget for 2024.

Motion made by G. Smallwood to approve and sign the Ambulance Contracts for Patten, Moro, Hersey and Penobscot County. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Library – Julie Buhler, Library Director

No formal update this evening.

OLD BUSINESS

Employee Performance Review

Motion made by G. Smallwood to approve and sign the Performance Review policy. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Employee Performance Reviews will be conducted in December and will be due by the end of the year.

Sewer Expansion Update

Discussion on expanding the sewer, how much it will cost and how long it will take to pay off. There are a few topics of discussion for generating revenue including increasing sewer rates, a Readiness to Serve fee, etc.

NEW BUSINESS

Town of Patten Policy Disclaimer Update

Gail Albert created a Disclaimer stating that the Town of Patten's Policies are all aligned with state laws at the time of approval.

Motion made by G. Smallwood to approve the Policy Disclaimer. Seconded by D. Kelly, with discussion of some grammatical edits. **Approved 4/0/1 absent.**

Ambulance Cardiac Monitor Grant – Janice Dancer

Janice wrote a grant for a new Cardiac Monitor needed by the Ambulance Department and needs approval from the Select Board to submit the grant request.

Motion made by G. Smallwood to approve the grant request, seconded by D. Kelly. No discussion heard. **Approved 3/1 absent/1 abstention.**

SELECT BOARD COMMENT

Rae Bates wrote a letter in support of the Friends of the Veterans' Memorial Library. This is for a grant she is writing for a new library/recreational building and is asking the Select Board to sign.

Motion made by D. Kelly to sign the letter of support, seconded by J. Dancer. No discussion heard. **Approved 3/1 absent/1 abstention.**

PUBLIC COMMENT

EXECUTIVE SESSION

Motion made by G. Smallwood to enter executive session at 6:32pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to exit executive session at 7:06pm, seconded by D. Kelly. No discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to give Animal Control Officer Jon Harvey a stipend of \$1,000.00 for training and certification. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:08pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Meeting Minutes for Tuesday, November 28th, 2023.

Respectfully submitted by,

Willow E. Brooks
Deputy Town Clerk
Town of Patten

Minutes Approved on December 5th, 2023

Gregg Smallwood Gregg Smallwood, Vice-Chair

Dennis Kelly Dennis Kelly

_____ Rae Bates

Janice Dancer Janice Dancer

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Patten Select Board

Tuesday, December 5th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street
Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office.

Vice-Chair Gregg Smallwood called the meeting to order at 5:31pm.

ROLL CALL

Select Board Members: Gregg Smallwood, Vice-Chair; Janice Dancer, Dennis Kelly

Select Board Members Absent: Cody Brackett, Chair; Rae Bates

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Town Clerk; Brett Morse, Emergency Public Safety Director; Kevin Noyes, Director of Public Works

Public: John Roy, Randy Bossie, Ron Blum, Scott Webb, Barbara Webb, Kent Smallwood

PLANNING BOARD UPDATES – Ron Blum, M.D., Chair of the Planning Board

R. Blum: The planning board will meet on the 21st. Members are working on a new version of the noise ordinance, as well as tiny homes and vacancy ordinances.

ADMINISTRATIVE

An executive session was added to the agenda.

Approve and Sign Warrant #22 for General Government, Water, Sewer, Ambulance

Motion made by G. Smallwood to approve Warrant #22, seconded by D. Kelly. No discussion heard, all in favor. **Approved 3/0/2 absent.**

Approve and Sign Select Board Meeting Minutes from November 28th, 2023

Motion made by G. Smallwood to approve the meeting minutes from November 28th. Seconded by D. Kelly, no discussion heard. **Approved 3/0/2 absent.**

DEPARTMENT UPDATES

Town Office – Gail Albert, Town Manager

G. Albert: Town Office Employees are attending an off-site Strategic Planning Meeting on December 6th and will also be migrating to a new server on Friday December 8th. The new phone system will be installed on December 29th. The office will be closed on December 25th and January 1st for the holidays. Gail sent out a letter to local businesses this week regarding the Solar Eclipse next spring.

There was a brief discussion of a recent Bangor Daily News article about raising sewer rates.

Department of Public Works – Kevin Noyes, Director of Public Works

K. Noyes: There was discussion at the last meeting of whether the Town owns the Katahdin Street extension, Kevin found the deed. David and Kevin got information for state road crossing with sewer lines from Mark Lagross, a planner for DOT. Public Works must have engineered plans with a stamp and file an opening and location permit with DOT. The contacts in Presque Isle are Eric Betchel or Ramond Demerchant.

Most of the brush pile has been burned and the pumps for Gardner Street should be shipped today. The Town's wastewater license has been renewed for another 5 years with no additional testing. Kevin will be attending water and sewer training in Bangor for the next couple days.

Emergency Public Safety – Brett Morse, Emergency Public Safety Director

B. Morse: Jaws of Life training was completed over the weekend with the Fire Department and Ambulance Department participating in the training. In 2023 there have been 410 Ambulance runs, more than double from last year. Fire and Ambulance Departments are working on completing job performance reviews.

OLD BUSINESS

NEW BUSINESS

Employee Handbook – Gail Albert, Town Manager

G. Albert: A couple sections of the Employee Handbook are being reviewed and Gail is making edits with a lawyer.

SELECT BOARD COMMENT

PUBLIC COMMENT

EXECUTIVE SESSION under 1 M.R.S.A. § 405(6) (A)

Motion made by G. Smallwood to enter executive session at 5:46 pm. Seconded by D. Kelly, no discussion heard. **Approved 3/0/2 absent.**

Motion made by D. Kelly to exit executive session at 6:11pm. Seconded by G. Smallwood, no discussion heard. **Approved 3/0/2 absent.**

Motion made by J. Dancer to select Scott Webb as Assistant Fire Chief. Seconded by G. Smallwood, no discussion heard. **Approved 3/0/2 absent.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:12pm. Seconded by D. Kelly, no discussion heard. **Approved 3/0/2 absent.**

Meeting minutes for December 5th, 2023
Respectfully submitted by,

Willow E. Brooks
Deputy Town Clerk

Approved by the Select Board on January 9th, 2023



Gregg Smallwood, Vice-Chair



Dennis Kelly



Janice Dancer

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Patten Select Board

Tuesday, December 19th, 2023, at 5:30PM

Public Works Garage, 21 Katahdin Street

Patten, ME 04765

Meeting Minutes

These minutes are not verbatim.

Audio copies of the meeting are available at the Town Office

Chair Cody Brackett called the meeting to order at 5:34pm.

ROLL CALL

Select Board Members: Cody Brackett, Chair; Gregg Smallwood, Vice-Chair; Janice Dancer, Rae Bates

Select Board Members Absent: Dennis Kelly

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Town Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Emergency Public Safety Director, John Roy, Fire Chief

Public: Cheryl Morse, Dennis Brackett, Scott Webb, Barbara Webb, John Birmingham, Jarrod Cunningham, Jason Peavey, Jesse Peavey, Mary Alice Mowry, Kent Smallwood

ADMINISTRATIVE

Conklin's Lodge Liquor License Renewal was removed from the agenda. An Abatement Application was submitted and will be discussed under New Business. An executive session has been added to the agenda under personnel matters.

Approve and Sign Warrant #23 for General Government, Water, Sewer, Ambulance

Motion made by C. Brackett to approve Warrant #23. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Select Board Meeting Minutes from December 5th, 2023

Motion made by C. Brackett to table the signing of the minutes from December 5th, due to Dennis Kelly's absence. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Office – Gail Albert, Town Manager

G. Albert: The Town Office migrated to a new server on December 8th, and the new phone system will be installed on December 29th.

Checks from the Gloria Mackenzie Foundation were received on December 18th. The Fire Department received \$48,000, and the Town Office received \$47,000. The Office continues to receive Real Estate and Personal Property Tax payments.

End of Year Reporting for Patten, Moro, and Hersey will be in full swing next week – the Town Office will be closed December 26th – 29th.

Discussion of nuisance properties in Patten, the Select Board would like to meet with the Code Enforcement Officer in January. The Town Office received a letter asking for the Town's support of the Maine Trails Bond.

Motion made by R. Bates for Gail Albert to sign the letter in support of the Maine Trails Bond on behalf of the Town. Seconded by C. Brackett, no discussion heard. **Approved 4/0/1 absent.**

Financial Update – Gail Albert

Discussion of the budget to date and current balance of Town Bank Accounts.

Department of Public Works – Kevin Noyes, Director of Public Works

K. Noyes: Public Works received the final draft of Patten's sewer license for the next 5 years. Kevin attended training in Bangor last week, and now has enough Technical Contact hours to renew his personal sewer license for the next couple years. The lagoons are closed for winter storage. The Valley Street water line project is not receiving a grant at this time but may be in the running for engineering funds in the near future.

Due to safety concerns about citizens parking on Main Street and Houlton Road, the Parking Ordinance has been reviewed. Public Works would like to order and place signs to inform the public that some areas will be designated as no parking.

Motion made by C. Brackett to add signage to Main Street and Houlton Road and reinforce the Parking Ordinance. Seconded by R. Bates, no discussion heard. **Approved 3/1 abstention/1 absent.**

K. Noyes: A lot of trees came down with the recent storm, and all of them have been cleared out of roadways. One of Patten's major stream crossings was damaged during the storm. A section of culvert broke loose and caused the edge of the road to cave in. Kevin is working with Smallwood Inc. to repair it temporarily. Drivers will be warned away from the shoulder of the road.

Emergency Public Safety – Brett Morse, Emergency Public Safety Director

B. Morse: Brett is asking the Board to approve an EMS Stability grant in the amount of \$33,930.53.

Motion made by G. Smallwood to allow the Ambulance Department to accept the grant, seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Brett and John Birmingham are attending a FEMA Grant Workshop in Bangor on Wednesday, December 20th. The Ambulance Service Contracts have been finalized. The Fire Department had its 22nd Annual Santa Comes to Town last weekend. 35 children attended.

Brett is asking the Board to appoint Jason Macarthur as Fire Chief, and Jason Peavey as Assistant Fire Chief. John Roy has retired as Fire Chief and was presented with a plaque for his many years of service.

Motion made by G. Smallwood to appoint the new positions on the Fire Department. Seconded by R. Bates, no discussion heard. **Approved 4/0/1 absent.**

**OLD BUSINESS
NEW BUSINESS**

Community Resilience Program

G. Albert: Meeting participants received a handout encouraging citizens to express their top 3 priorities regarding Community Energy and Climate Action. Gail has asked that the handout be filled out and returned to one of the Town Employees or the Town Office.

Job Expense Reimbursement Policy

Janice Dancer has written up a policy on Job Expense Reimbursement for the Board to review.

Motion made by C. Brackett to adopt the Job Expense Reimbursement Policy. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Abatement Application

Motion made by C. Brackett to deny the tax abatement for 67 Houlton Street. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

SELECT BOARD COMMENT

Motion made by G. Smallwood to move all Town-related meetings to Town buildings. Seconded by C. Brackett, no discussion heard. **Approved 4/0/1 absent.**

**PUBLIC COMMENT
EXECUTIVE SESSION under 1 M.R.S.A. § 405(6) (A)**

Motion made by C. Brackett to enter executive session at 6:55pm. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Motion made by C. Brackett to exit executive session at 7:54pm. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Motion made by C. Brackett to allow the Town Office to hire an Administrative and Financial Services Controller. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

ADJOURN

Motion made by C. Brackett to adjourn the meeting at 7:55pm. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Meeting Minutes for December 19th, 2023

Respectfully submitted by,

Willow E. Brooks
Deputy Town Clerk

Approved by the Select Board on January 9th, 2024

Cody Brackett, Chair

Gregg Smallwood
Gregg Smallwood, Vice-Chair

Janice Dancer
Janice Dancer

Rae Bates
Rae Bates