

# TOWN OF PATTEN

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## **Patten Select Board**

Tuesday, January 9<sup>th</sup>, 2024, 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; Rae Bates, Janice Dancer, Dennis Kelly

**Select Board Members Absent:** Cody Brackett, 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; Bruce Hussey, Code Enforcement Officer; Jon Harvey, Animal Control Officer; Gina Maturo, Administrative and Financial Services Controller

**Public:** Ron Blum, M.D., Randy Bossie, Scott Webb, Barbara Webb, Mary Alice Mowry, John Birmingham, Dennis Brackett, Kent Smallwood

## **SPECIAL PRESENTATION**

### **Planning Board Updates – Ron Blum, Planning Board Chair**

**R. Blum:** The Planning Board is working on a Fire Department Ordinance and should be presenting it to the Select Board sometime in the next month or so.

## **ADMINISTRATIVE**

**Approve and Sign Warrants #24 and #1 for General Government, Water, Sewer, Fire, Ambulance, Library, Public Works**

**Motion** made by G. Smallwood to approve Warrants #24 and #1. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

**Approve and Sign Select Board Meeting Minutes from December 5<sup>th</sup> and December 19<sup>th</sup>, 2023**

**Motion** made by G. Smallwood to approve minutes from December 5<sup>th</sup> and December 19<sup>th</sup>. Seconded by R. Bates, no discussion heard. **Approved 4/0/1 absent.**

## **DEPARTMENT UPDATES**

### **Town Office – Gail Albert, Town Manager**

**G. Albert:** Gina Maturo will join the Town Office on Wednesday, January 17<sup>th</sup>, as the Administrative and Financial Services Controller. She has an MBA from Syracuse University and extensive experience in data analysis with a concentration in finance and marketing. Gina will be working with the Department Heads on upcoming projects.

The Town Office and Department Heads have completed the employee evaluation program. The Town of Patten website launch is in its final stages and Gail is working with the external website developer. A new phone system has been installed in the Town Office with voicemail capability as well as multiple lines. Willow Brooks has been promoted to Moro Town Agent. The Office will be closed on Monday, January 15<sup>th</sup> for Martin Luther King Jr. Day.

Gail is meeting with KTP to discuss the Ash Hill project next week, and they would like to meet with the Select Board on February 6<sup>th</sup>.

### **Billie Doody – Town Clerk**

Billie completed all of the State Reporting that was due at the end of the year (Vital Records, Motor Vehicles, Inland Fisheries, etc.). Town Office employees have been working on Records Disposition and boxed up over 100 years of annual reports and financial records.

Billie and / or Willow will be reporting on how many TRIO transactions the office has completed on a monthly basis, there were 215 transactions in December 2023.

There will be 3 elections/primaries taking place this year in March, June, and November. Billie has been busy preparing for the Presidential Primary in March. Due to recent changes to State Election law, the town will host a training for election workers in the coming weeks.

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

**K. Noyes:** Kevin and David took a seminar on Stream Smart, a competitive grant with a max of \$200,000 per project. The main focus of these grants is wildlife habitat. Most of these funds will likely go to southern Maine this year due to all of the storm damage they've had.

Brownfield did a Phase 1 environmental site assessment to the Recreational building and will also set up for lead and asbestos testing. Matt Walton, the contractor Kevin spoke with about tearing down the building, has not responded to any messages regarding the project.

Penobscot Emergency Management has received photos of Patten's storm damage.

Public Works is in the process of applying for a \$431,000 grant to replace the water line on Valley Street. Kevin and David found that the fuel tanks at the Recreational Department are full of fuel, and they are going to use it in the backhoe for plowing this winter.

### **Emergency Public Safety – Brett Morse, Emergency Public Safety Director**

**B. Morse:** The Fire Department had a structure fire last week but was able to save the residence. There are three new members on the Fire Department who were prior members.

The Ambulance Department has purchased a side by side ("Snowbulance") for search and rescue and has ordered an enclosed trailer.

**Brett has proposed a new Public Safety / EMA Department, combining Fire and Ambulance Departments which will require some new funding while still utilizing the stand-alone Fire and Ambulance budgets.**

**Motion** made by R. Bates to approve the new Public Safety / EMA Department. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

#### **Code Enforcement – Bruce Hussey, CEO**

Bruce has received complaints and visited multiple nuisance properties in recent months. The Select Board discussed with Bruce on how to proceed with these properties

**Motion** made by G. Smallwood to take the steps in declaring 490 Shin Pond Road a dangerous building(s). Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

**Motion** made by G. Smallwood to send the owner of 9 Pleasant Street a letter advising immediate clean up. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

#### **OLD BUSINESS NEW BUSINESS**

#### **Patten Area Outdoors Club Trail Updates – Ron Blum & Mary Alice Mowry**

The Storybook Trail has been finished for some time and is getting regular usage. The Outdoors Club has been discussing trail development with Katahdin Area Trails. There will be trail-related events happening on January 22<sup>nd</sup>, 25<sup>th</sup>, and 31<sup>st</sup>. There will be a grand opening of the Storybook Trail at the Fiddlehead Fest in a few months.

#### **SELECT BOARD COMMENTS**

#### **PUBLIC COMMENTS**

#### **EXECUTIVE SESSION 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. **Approved 4/0/1 absent.**

**Motion** made by G. Smallwood to exit executive session at 6:57pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

**Motion** made by J. Dancer to pay Brett Morse, Emergency Public Safety Director, the balance of salary due at the end of 2023 (\$5,000). Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

#### **ADJOURN**

**Motion** made by D. Kelly to adjourn the meeting at 6:58pm. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Meeting Minutes for January 9<sup>th</sup>, 2024

Respectfully submitted by,

Willow Brooks  
Deputy Town Clerk

Approved by the Select Board on January 23rd, 2024

Gregg Smallwood  
Gregg Smallwood, Vice-Chair

Janice Dancer  
Janice Dancer

Rae Bates  
Rae Bates

Dennis Kelly  
Dennis Kelly