

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

Meeting Minutes

These minutes are not verbatim.

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

Date & Time: Tuesday, April 1, 2025, at 5:30pm

Called to order by Gregg Smallwood at 5:30pm.

ROLL CALL

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

Board Members Absent: Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Billie Doody, Town Clerk; Willow Brooks, Deputy Clerk; Kevin Noyes, Director of Public Works; Brett Morse, Ambulance Director; Jason MacArthur, Fire Chief; Jason Peavey, Assistant Fire Chief

Public: Kent Smallwood, Jeff Hallman, Cheryl Morse, Dale Ronhock, Scott Webb, Charlie Kenney, Laura Kenney, Terry Hill, Sharon McPhee, Ron Blum, Randy Bossie, Dennis Brackett, Teena Goode, Marcia Pond Anderson, Linda Lyons

ADMINISTRATIVE

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

Motion made by G. Smallwood to approve and sign Warrant #7. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Payroll Warrant #7

Motion made by G. Smallwood to approve and sign Payroll Warrant #7. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Meeting Minutes for March 18, 2025

Motion made by G. Smallwood to approve and sign the meeting minutes for March 18, 2025. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Gail is attending a Penobscot County Town Managers meeting on April 8 in Bangor, she also has set up a meeting with Neal Labrie, new Superintendent of the National Monument on Friday, April 4. RSU 89 administration is working with Gail on the 2025 Bell Scholarship Award. A meeting between Gail, Brittney Woods, Raye Porter and Rae Bates was held the last week of March regarding the needs of the community in terms of activities, Gail has updated the Activities Coordinator job description previously discussed at the Select Board meeting on March 18 and is working on updating the Parks and Recreation Advisory Committee Policy to reflect the new position.

The town sent a proposal to Piscataquis County for Ambulance Coverage in Fall 2024 and again in January and has not received a response, Gail is requesting a motion from the Select Board that Patten Ambulance Service will not respond to calls in Piscataquis County without a contract.

Motion made by G. Smallwood for Patten Ambulance Service to not respond to service calls in Piscataquis County without a contract. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Gail will send a follow-up letter regarding the motion to Piscataquis County Manager, Mike Williams.

Fire Department

No motions were made at the March 18 Select Board meeting to accept the Fire Department Election results or to authorize the creation of a Lieutenant position Jason MacArthur requested.

Motion made by G. Smallwood to accept the 2025 Fire Department Election results (Lizz Krafve as Secretary and Scott Webb as Captain). Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to authorize the creation of a Lieutenant position on the Fire Department. Seconded by D. Kelly, J. Dancer asked Gail if there is a job description for the position. Gail has created the first draft of a job description for the position of Lieutenant and will review it with Jason. **Approved 4/0/1 absent.**

J. MacArthur: The Fire Department has received approval for several grants, the turn out gear that is being purchased with grant funds from 2024 will be ready in the next few months and the

department has also received \$9,000 worth of replacement parts for air packs. Patten Fire has responded to 11 calls so far in 2025, one was a call in Stacyville because Stacyville Fire didn't acknowledge the page. There was a discussion about the Fire Department responding to calls in towns they don't have mutual aid agreements with if that town doesn't respond, this is something that Jason and the town office administration will investigate.

OLD BUSINESS

Remote Participation Policy

The Select Board reviewed the most recent draft of the Remote Participation Policy, Gail is still waiting for quotes on equipment needed and is hoping to have that information at the next meeting on April 15. There are currently sections of the Parks and Recreation Advisory Committee and Select Board policies pertaining to remote meeting participation, the new policy will cover all Patten boards and committees and the current remote participation clauses in those policies will be removed.

Investment Policy

Motion made by G. Smallwood to approve and sign the Investment Policy for the Town of Patten. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Historical Society Water Request

Motion made by G. Smallwood to rescind the motion previously passed to stop billing the Historical Society for town water. Seconded by D. Kelly, the Select Board explained to the public that there is a state statute prohibiting towns from giving away public utilities. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to make no exceptions for nonprofit organizations that request not to be billed for town utilities. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

NEW BUSINESS

2025-2030 Plowing Contract

Motion made by D. Kelly to approve and sign the 2025-2030 plowing contract with Smallwood Inc. Seconded by R. Bates, no discussion heard. **Approved 3/1 absent/1 abstention.**

SELECT BOARD COMMENTS

Janice reminded attendees that there is a Public Hearing scheduled for April 8 at 5:00pm in the Town Garage regarding a Community Enterprise grant to help with costs for the new Veteran's Monument being planned.

PUBLIC COMMENTS

Laura Kenney asked if members of the public would be able to remotely participate in meetings once the Remote Participation policy is approved and the town has the proper equipment, the answer is yes but only if a board / committee Chair initiates that the meeting will take place remotely to accommodate a board or committee member's attendance.

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

Motion made by G. Smallwood to enter executive session at 5:59pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by D. Kelly to exit executive session at 6:53pm. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to extend Gail Albert's contract as Town Manager for another three (3) years (term to expire April 15, 2028). Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**


ADJOURN

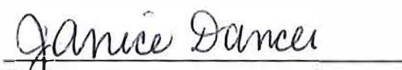
Motion made by G. Smallwood to adjourn the meeting at 6:56pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

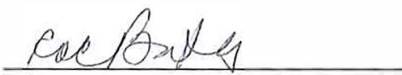
Meeting Minutes for April 1, 2025

Approved by the Select Board on APRIL 15, 2025


Gregg Smallwood, Chair


Dennis Kelly, Vice-Chair


Janice Dancer


Rae Bates

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

Date & Time: Tuesday, April 15, 2025, at 5:30pm

Called to order by Gregg Smallwood at 5:30pm.

ROLL CALL

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

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Billie Doody, Town Clerk; Willow Brooks, Deputy Clerk; Kevin Noyes, Director of Public Works; Julie Buhler, Library Director

Public: Dennis Brackett, Charlie Kenney, Laura Kenney, Randy Bossie, David Goode, Teena Goode, Marcia Pond Anderson, Linda Lyons, Kent Smallwood, Brittney Woods, Mary Alice Mowry

SPECIAL PRESENTATION

Veteran's Monument Committee Updates – Rae Bates

Meeting attendees were provided with a document Rae created that included the history of the funding at Town Meetings for the Veteran's Monument, as well as copies of the Veteran's Monument Committee meeting minutes to date. Rae informed attendees that Janice Dancer on behalf of the town has applied for a \$100,000 Community Enterprise grant (25% matching funds required, these funds are allocated and will be voted on at the Annual Town Meeting) that will cover expenses for groundwork, benches, flags, lighting, etc., for the new monument and residents will have the opportunity to vote on a final location for the monument at a Special Town Meeting when the time comes.

ADMINISTRATIVE

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

Motion made by G. Smallwood to approve and sign Warrant #8. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #8

Motion made by G. Smallwood to approve and sign Payroll Warrant #8. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for April 1, 2025

Motion made by G. Smallwood to approve and sign the minutes for April 1. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Certificate of Commitment for 2nd Quarter Water & Sewer Bills

Motion made by G. Smallwood to approve and sign the certificate of commitment for 2nd quarter water and sewer bills. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Warrant for Collection of 2nd Quarter Water & Sewer Bills

Motion made by G. Smallwood to approve and sign the warrant for collection of 2nd quarter water and sewer bills. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Gail attended a Penobscot County Town Managers' meeting last week. Public Safety and EMS challenges were discussed, Gail is anticipating the group will continue to meet quarterly. Neal Labrie, new Superintendent of the KWW National Monument met with Gail and informed her that the Monument is working on a general management plan and will have more information on what the plan is for Patten regarding access to the monument. The Comprehensive Plan Subcommittee meets the first Wednesday of each month, Billie attended the April meeting in Gail's absence and the group is working on distributing a survey about housing in Patten. Janice Dancer submitted a Congressionally Directed Funding (CDS) application to both Senator Collins and King's offices for a new mini-pumper for the Fire Department, Gail shared the application with Representative Golden's office as well. The Town office will be closed Monday, April 21 for Patriot's Day and the Annual Town Meeting is Thursday, April 24 at 6:00pm.

The federal government has an application process for surplus equipment, Gail is asking the Select Board for authorization to apply for this equipment for town departments as needed.

Motion made by R. Bates to authorize Gail Albert to apply for surplus equipment owned by the federal government to benefit town departments. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

There are Code Enforcement issues in Patten from 2024 that are outstanding. Attorney Rick Currier with Currier & Trask was recommended to Gail by Code Enforcement Officer Bruce Hussey to assist with these issues. The Select Board agreed that Rick could be a good fit to assist Patten's Code Enforcement issues, especially because he is local.

G. Smallwood gave a brief update on the demolition of the recreation building, the roof and two sides of the building have been torn off and the toys that could be salvaged were given to the Community Food Cupboard.

Patten ATV Grant Request

Patten ATV Club is applying for a grant and is requesting final approval and signature from the Select Board.

Motion made by G. Smallwood to approve and sign Patten ATV Club's grant application. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Library

J. Buhler: Julie provided an update on the Veteran's Memorial Library's activities in the first quarter of 2025.

OLD BUSINESS

Remote Participation Policy & Equipment

The Remote Participation Policy is ready for signature and the Select Board was given quotes from NorthWave IT (Joseph Kukla) for the equipment necessary to make remote participation possible (\$10,000 expense).

Motion made by D. Kelly to approve and sign Patten's Remote Participation Policy and give authorization to order the equipment listed in the quote from NorthWave IT. Seconded by G. Smallwood, there was a discussion about the cost of the equipment and how the funds would have to be allocated at a Special Town Meeting. **Approved 3/0/2 opposed.**

NEW BUSINESS

Ambulance CD

R. Porter: The second Ambulance CD is coming due the end of April, the CD can be renewed or liquidated. Raye provided the Select Board with a cash flow projection through 2025 and is recommending that the Select Board liquidates the CD and move the funds to the Ambulance ICS account.

Motion made by G. Smallwood to liquidate the Ambulance CD. Seconded by D. Kelly, there was a discussion about putting the funds in a sweep account versus the ICS account, Raye will look into rates for sweep accounts. **Approved 5/0/0.**

Bell Scholarship Award

The Town has a Lillian and Beulah Bell Fund, \$25 from the account is to be given to a Katahdin High School senior that lives in Mount Chase. The school will choose the student receiving the award.

Cemetery Trustees Recommendations to Cemetery Policy

The Cemetery Trustees have made several recommended changes to Patten's Cemetery Policy, the Select Board will review their recommendations and attend a joint meeting with the Cemetery Trustees to discuss the policy on April 29 at 4:30pm.

SELECT BOARD COMMENTS

J. Dancer informed the Select Board of two grants she wrote on behalf of the Fire Department for tools and air packs.

There was a brief discussion about Patten's recently approved Investment Policy and dormant funds that could potentially be invested to earn more interest.

PUBLIC COMMENTS

Charlie Kenney asked for clarification on where the BETE reimbursement funds from the Solar Farm on Shin Pond Road were allocated. Articles 22, 24, and 33 if passed at the Annual Town Meeting would designate the funds for the cost match required for the Veteran's Monument grant (\$25,000), the first payment for the new ambulance (around \$75,000), and \$70,000 for Patten's Tax Map and Revaluation reserve. The Select Board voted for the remaining funds (\$35,000) to be put into a CD.

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

Motion made by G. Smallwood to enter executive session at 6:21pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to exit executive session at 7:25pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Community Activities Coordinator

Motion made by R. Bates to approve the Community Activities Coordinator Job Description. Seconded by G. Smallwood, no discussion heard. **Approved 5/0/0.**

The Community Activities Coordinator / Committee Policy is under review and should be ready for approval at the Select Board meeting on April 29.

Motion made by G. Smallwood to post the job listing for a Community Activities Coordinator for Patten. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

The plan is for the Community Activities Coordinator position to be funded by \$10,000 from the Culture and Recreation reserve, this will have to be voted on by residents at a Special Town Meeting.

Personnel

Motion made by G. Smallwood to extend Gail Albert's contract with the Town of Patten to February of 2029. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to approve the purchase of updated security equipment for the Town office. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Old Business

Motion made by R. Bates to rescind the Remote Participation Policy previously approved and all clauses in other Town of Patten policies regarding remote participation. The purchase of remote meeting equipment will be canceled. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:30pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Meeting Minutes for April 15, 2025

Approved by the Select Board on APRIL 29, 2025

Gregg Smallwood
Gregg Smallwood, Chair

Dennis Kelly, Vice-Chair

Theresa Schmidt
Theresa Schmidt

Janice Dancer
Janice Dancer

Rae Bates
Rae Bates

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PATTEN SELECT BOARD

Meeting Minutes

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

Date & Time: Tuesday, April 29, 2025, at 5:30pm

Called to order by Gail Albert at 5:30pm.

Welcome New / Returning Board Members – Rae Bates and Teena Goode

Vote for New Chair & Vice-Chair

Motion made by R. Bates to nominate G. Smallwood as Chair of the Select Board. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Motion made by J. Dancer to nominate Rae Bates as Vice-Chair of the Select Board. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

ROLL CALL

Select Board: Gregg Smallwood, Chair; Rae Bates, Vice-Chair; Janice Dancer, Teena Goode, Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Willow Brooks, Deputy Clerk; Kevin Noyes, Director of Public Works; Julie Buhler, Library Director; Jon Harvey, Animal Control Officer

Public: Charlie Kenney, Laura Kenney, Marcia Pond Anderson, David Goode, Randy Bossie, Dennis Brackett, Dennis Kelly, Bridget Vetter, Cheryl Labelle

ADMINISTRATIVE

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

Motion made by G. Smallwood to approve and sign Warrant #9. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #9

Motion made by G. Smallwood to approve and sign Payroll Warrant #9. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for April 15, 2025

Motion made by G. Smallwood to approve and sign the minutes for April 15. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Annual Town Meeting Minutes for April 24, 2025

Motion made by G. Smallwood to approve and sign the minutes for April 24. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Billie and Gail attended the RSU 89 School Board meeting last week, there was a budget discussion proposing a 26% increase in cost for Patten. Billie is attending the budget meeting at RSU 89 this evening and is hoping to get more details on what the increase will actually be for Patten. The school will vote on their budget on May 28, Patten's election will be held at the Fire Department from 8:00am – 8:00pm on June 10. The Town office will be closed on June 10 for the election and will close at noon on June 9 for election preparations.

Gail went to a Maine Assessors meeting where Richard Currier from Currier Trask spoke about the sales of tax acquired properties. Patten currently has two tax acquired properties it could sell and a motion from the Select Board is required to authorize Gail to begin this process.

Motion made by G. Smallwood to authorize Gail Albert to work with Richard Currier and a local real estate agent to sell Patten's two tax acquired properties (located at 490 Shin Pond Road and 12 Founders Street). Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

The Board was informed that the Town office and library are offering computer assistance to residents by appointment.

Financial Update

R. Porter: The second Ambulance CD was liquidated and moved to the ICS account at the direction of the Select Board. Raye reported on the interest rates currently offered at Katahdin Trust Company and Eastmill Federal Credit Union, she is looking into setting up a meeting with Bangor Savings Bank as well but not until after the audit (beginning May 19). The CD rates at Eastmill are currently higher than what Katahdin Trust is offering (4.23% vs. 4% for six months). The Select Board wants to invest the Corriveau funds specifically (Town funds

designated for the library) and would be comfortable putting these funds into a CD for six months. Patten currently banks with Katahdin Trust, Raye is going to ask if they would be willing to match Eastmill's rates.

Many of Patten's accounts are seasonal, so there is not much to discuss during this time in terms of the budget for 2025.

NMDC Member Appointments

Motion made by G. Smallwood to appoint Rae Bates and Gail Albert as members of Northern Maine Development Commission representing Patten. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

NEW BUSINESS

Community Activities Coordinator / Committee Policy

Gail has made updates to the Community Activities Committee Policy (previously Parks and Recreation Advisory Committee Policy), this is the first look for the Select Board so it will be on next meeting's agenda as well. Gail also informed the board that a job description for a Community Activities Coordinator was approved after the executive session on April 15 and the position will be posted shortly. The Remote Participation Policy that was approved on April 15 was rescinded after the executive session as well as the purchase of remote participation equipment for the Town Garage.

Fire Department Lieutenant Job Description

John Roy was elected for the position of Lieutenant at the Fire Department election, a job description has been created for the Select Board's review and will be discussed at the next meeting.

Aroostook County UT Ambulance Contract

Article 49 was approved by residents at the Annual Town Meeting authorizing the Select Board to enter Fire and Ambulance service contracts with other towns.

Motion made by G. Smallwood to approve and sign the Aroostook County Unorganized Territory Ambulance Contract from May 1 – December 31, 2025. Seconded by T. Goode, no discussion heard. **Approved 5/0/0.**

SELECT BOARD COMMENTS

Theresa stated that she was unaware that the Recreation Building was being torn down at the time that it was and would like to be informed on these issues in advance.

Rae informed the Board that the Friends of the Veteran's Memorial Library received \$300,000 from the Sewall Foundation, in total the Sewall Foundation has given the Friends \$520,000. There is another grant out for \$500,000 the Friends will be notified about in June, the hope is to break ground at the site of the future library in the coming months.

PUBLIC COMMENTS

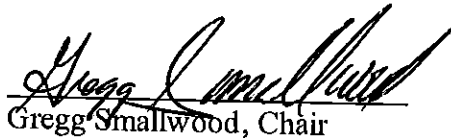
Bridget Vetter commented on the need for a blinking crosswalk between Ellis's and Hathaway Apartments. The Town will prioritize this safety issue and share an update at the next meeting. Dennis Brackett thanked Dennis Kelly for his service on the Select Board and thanked the rest of the Board and Town Administration for all their work.

ADJOURN


Motion made by G. Smallwood to adjourn the meeting at 6:14. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

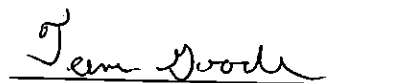
Meeting Minutes for April 29, 2025

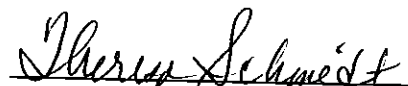
Approved by the Select Board on May 13, 2025


Gregg Smallwood, Chair


Rae Bates, Vice-Chair


Janice Dancer


Teena Goode


Theresa Schmidt

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PATTEN SELECT BOARD

Meeting Minutes

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Location: Public Works Garage, 23 Katahdin Street, Patten, ME 04765

Date & Time: Tuesday, May 13, 2025, at 5:45pm

Called to order by Gregg Smallwood at 5:45pm.

ROLL CALL

Select Board: Gregg Smallwood, Chair; Rae Bates, Vice-Chair; Theresa Schmidt, Janice Dancer, Teena Goode

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Billie Doody, Town Clerk; Kevin Noyes, Director of Public Works; Julie Buhler, Library Director, Brett Morse, Ambulance Director, Jon Harvey, Animal Control Officer.

Public: Dennis Kelly, Kent Smallwood, Laura Kenny, Charlie Kenney, Dennis Brackett, Keith Brackett, Becky Phillips, Mari Birmingham, Louise Guptill, John Birmingham, MaryAlice Mowry, Linda Lyons, Ted Pettengill, Marcia Pond Anderson, Cheryl Labelle, Cheryl Morse, Deanna Morse, Scott Webb, Randy Bossie, Alton Violette, David Goode.

Guest Speakers: Nate Richardson, Comprehensive Plan Subcommittee Chair; Ron Blum, Planning Board Chair

SPECIAL PRESENTATION

Planning Board Updates

R. Blum: The Planning Board has been updating the Building Ordinance and presented their final draft to Patten's Code Enforcement Officer, Bruce Hussey, who gave a list of suggested edits. In reviewing the Building Ordinance, the Planning Board came across certain sections that may not fit all members of the community, like requirements for sanitary fixtures. Ron found that other surrounding towns do not address this issue in their building codes, but state regulations allow certain groups religious exemptions from building codes at a municipality's

discretion. There was a discussion about whether the Planning Board should add a general statement to the Building Ordinance that allows religious exemptions on a case-by-case basis. No motions were made, the next Planning Board meeting is on Thursday, May 22.

Comprehensive Plan Subcommittee

N. Richardson: The Comprehensive Plan Subcommittee has developed a survey for residents about housing and housing challenges in Patten that will be made available at the Town office, Town website, and other locations in town if approved by the Select Board.

Motion made by R. Bates to approve the Comprehensive Plan Subcommittee's survey for housing in Patten. Seconded by G. Smallwood, no discussion heard. **Approved 5/0/0.**

ADMINISTRATIVE

Code Enforcement Matters (junkyard to be referred to legal counsel were added to the agenda. Code Enforcement Officer Bruce Hussey has sent letters to the owners of these properties regarding clean up, but no progress has been made thus far.

Motion made by G. Smallwood for the code enforcement issues on Map U5 Lot 12, Map U5 Lot 49, Map U6 Lot 5, Map U1 Lot 20, Map R1 Lot 14, Map U3 Lots 73, 73-A, 73-A-ON, and Map U5 Lot 75 to be forwarded to legal counsel at Currier Trask. Seconded by R. Bates, no discussion heard. **Approved 5/0/0.**

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

Motion made by G. Smallwood to approve and sign Warrant #10. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #10

Motion made by G. Smallwood to approve and sign Payroll Warrant #10. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for April 29, 2025

Motion made by G. Smallwood to approve and sign the minutes for April 29. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Appoint New / Returning Members to Cemetery Trustees (three 3-year terms)

Motion made by G. Smallwood to appoint Marie McNally, Marcia Pond, and Mari Birmingham to the Cemetery Board of Trustees. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Appoint New / Returning Members to E911 Committee (two 2-year terms)

Motion made by G. Smallwood to appoint Theresa Schmidt and Teena Goode to the E911 Committee. Seconded by R. Bates, no discussion heard. **Approved 5/0/0.**

Appointments for General Assistance Administrator, Public Health Officer, Town Clerk, Treasurer, Deputy Treasurer, Tax Collector, Deputy Tax Collector

Motion made by G. Smallwood to appoint Gail Albert as General Assistance Administrator, Billie Doody as Town Clerk, Gail Albert as Treasurer, Billie Doody as Deputy Treasurer, Billie Doody as Tax Collector, and Willow Brooks as Deputy Tax Collector for one-year terms. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to appoint Ron Blum as Public Health Officer for Patten for a three-year term. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: The audit was scheduled for next week but has been rescheduled by the auditors to June 15. Kevin met with DOT about the crosswalk area between Hathaway's Apartments and Ellis's Market and is awaiting proposals on what safety measures should be taken to ensure pedestrians have a safe crosswalk and drivers are obeying the 25 MPH speed limit. Maine Municipal Association has a program for municipalities to enroll in for a discount on workers' compensation, Gail will share the materials at the next meeting.

Animal Control Officer Jon Harvey has relocated five raccoons and transported six stray / malnourished cats to the Penobscot Valley Humane Society. Two residents have received written warnings for dogs at large.

Janice Dancer wrote a Community Development Block Grant (CDBG) that Patten will be receiving, this includes \$50,000 for the Stephen Yates Community Playground and \$50,000 for groundwork for the new Veteran's Monument. There are still a few outstanding grants for the Veteran's Monument.

Investment Update

R. Porter: Katahdin Trust agreed to match Eastmill Federal Credit Union's interest rate for a six-month CD; this was discussed at the last Select Board meeting. The Corriveau funds have been moved from a checking account to a six-month CD with Katahdin Trust.

Non-cash Depreciation

R. Porter: Rae asked about how depreciation was included in the total budget appropriation in the Town Report. Raye explained that depreciation is included in the expense but does not mean taxes are raised. Non-cash depreciation was recommended by the auditors to be included in the budget for transparency.

OLD BUSINESS

Cemetery Trustees Policy Recommendations

The Select Board and Cemetery Trustees met jointly to discuss the Trustees' recommendations to the Cemetery Policy. The Select Board agreed upon changes to the proposed policy, like removing that shrubs and bushes are allowed to be planted but Teena Goode was not at the meeting, so no motions were made.

It was also discussed that a border was recommended around gravestones / lots where flowers are planted. Once the policy is approved, the opening date for the cemetery will change from May 15 to May 1.

Motion made by R. Bates to approve the Cemetery Policy with edits (removing the planting of shrubs and bushes from the policy, adding the border recommendation and correcting typing errors). Seconded by G. Smallwood, no discussion heard. **Approved 5/0/0.**

Community Activities Committee Policy

Gail is re-presenting the Community Activities Committee Policy (previously "Parks and Recreation Advisory Committee Policy") with edits given by the Select Board. The section about remote attendance was also removed.

Motion made by R. Bates to approve the Community Activities Committee Policy. Seconded by G. Smallwood, no discussion heard. **Approved 5/0/0.**

Gail informed the Select Board that the position of Community Activities Coordinator has been posted to the town website.

Fire Department Lieutenant Job Description

John Roy was voted as Lieutenant at the Fire Department Election this year but there was no job description, Gail worked with Jason MacArthur to create one. This is the Select Board's second time reviewing the job description.

Motion made by G. Smallwood to accept the job description for the position of Fire Department Lieutenant. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

SELECT BOARD COMMENTS

Teena Goode pointed out Patten over budgeted around \$47,500 for Winter Roads, the Town office will make this budget adjustment when the time comes time.

Gregg welcomed Brett Morse back from leave.

PUBLIC COMMENTS

A resident suggested that some of the CDBG funds for the playground be used for a soft material on the ground beneath playground equipment. The grant does include funds for a shock absorbent ground cover that Janice received a quote for from Richardson's.

ADJOURN

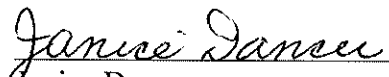
Motion made by G. Smallwood to adjourn the meeting at 6:25pm. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

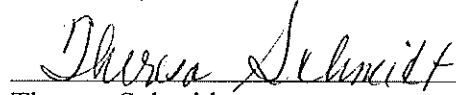
Meeting Minutes for May 13, 2025

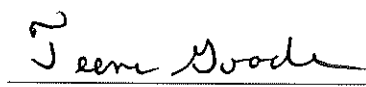
Approved by the Select Board on May 16, 2025


Gregg Smallwood, Chair


Rae Bates, Vice-Chair


Janice Dancer


Theresa Schmidt


Teena Goode

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

Meeting Minutes

These minutes are not verbatim.

Location: Public Works Garage, 23 Katahdin Street, Patten, ME 04765

Date & Time: Tuesday, May 27, 2025, at 5:30pm

Called to order by Gregg Smallwood at 5:44pm.

ROLL CALL

Select Board: Gregg Smallwood, Chair; Rae Bates, Vice-Chair; Janice Dancer, Teena Goode, Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Julie Buhler, Library Director; Jon Harvey, Animal Control Officer

Public: Dennis Kelly, Kent Smallwood, Laura Kenney, Dennis Brackett, MaryAlice Mowry, Linda Lyons, David Goode

ADMINISTRATIVE

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

Motion made by G. Smallwood to approve and sign Warrant #11. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #11

Motion made by G. Smallwood to approve and sign Payroll Warrant #11. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for May 13, 2025

Motion made by G. Smallwood to approve and sign the minutes for May 13. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Gail thanked Scott Webb and Jon Harvey for planting shrubs in the park as part of the 2024 Community Action Grant. Updates are also being made at the community playground, a new fence will be put up behind the volleyball court and new swings will be installed. The town office received the updated Emergency Preparedness Plan back from NMDC, a few additional edits are being made. Gail has begun interviews for the Community Activities Coordinator position.

Teena Goode is serving on the E911 Committee representing the Select Board, one more Select Board member needs to be appointed to the committee.

Motion made by G. Smallwood to appoint Rae Bates to the E911 Committee for a two-year term. Seconded by T. Goode, no discussion heard. **Approved 5/0/0.**

Financial Update

R. Porter: Raye gave a brief update of each Town department's budget to date. Teena mentioned at the last meeting that Patten had overbudgeted \$47,000 for Winter Roads, Raye found that \$41,000 was overbudgeted. The Select Board also received the Town's bank account balances.

NEW BUSINESS

Fire Department Bylaws & Standard Operating Guidelines

The Fire Department Bylaws and Standard Operating Guidelines have been updated to include the new Lieutenant position and will be brought back to the next meeting.

MMA Workers Compensation Program

MMA has a Workers Compensation Safety Incentive Program, Patten has enrolled in the program and will hopefully receive a discount up to 10% for Workers Compensation costs.

SELECT BOARD COMMENTS

Janice is donating two lawn chairs to the playground. Rae commented that the cemetery looks nicely mowed but could have used raking between rows. Rae asked about the price for Brandon Saucier to do a full revaluation for Patten, Billie will reach out for a price.

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:18pm. Seconded by R. Bates, no discussion heard. **Approved 5/0/0.**

Meeting Minutes for May 27, 2025

Approved by the Select Board on 6/10, 2025



Gregg Smallwood, Chair



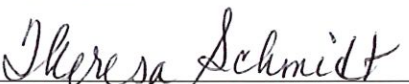
Rae Bates, Vice-Chair



Janice Dancer



Teena Goode



Theresa Schmidt

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PATTEN SELECT BOARD

Meeting Minutes

These minutes are not verbatim.

Location: Public Works Garage, 23 Katahdin Street, Patten, ME 04765

Date & Time: Tuesday, June 10, 2025, at 5:30pm

Called to order by Rae Bates at 5:30pm.

ROLL CALL

Select Board: Gregg Smallwood, Chair; Rae Bates, Vice-Chair; Janice Dancer, Teena Goode, Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Kevin Noyes, Director of Public Works; Julie Buhler, Library Director

Guest Speaker: Ron Blum, Chair of the Planning Board

Public: Dennis Kelly, Charlie Kenney, Laura Kenney, David Goode

SPECIAL PRESENTATION

Planning Board Updates

R. Blum: The Planning Board is finishing up the Building Ordinance.

ADMINISTRATIVE

Approve and Sign Warrant #12 for General Government, Water, Sewer, Ambulance

Motion made by R. Bates to approve and sign Warrant #12. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #12

Motion made by R. Bates to approve and sign Payroll Warrant #12. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for May 27, 2025

Motion made by R. Bates to approve and sign the minutes for May 27. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Kevin is working on having the crosswalks in the town painted. The Congressional Direct Spending request that was submitted to Senator King's office for a mini-pumper truck was approved and is being sent to the Senate Appropriations Committee for funding, the office will know more information in the next few months.

The Emergency Management Plan has been reviewed by Jay Kamm with Northern Maine Development Corporation; a first look will be provided to the Select Board at the next meeting on June 24.

Gail is planning to offer the Community Activities Coordinator position next week, that person will be included on the Patten Pioneer Days Planning Committee that Gail is currently serving on.

The town was notified that funding for the Broadband Project has been pulled by the Federal Government and the project has been halted.

Gail and Kevin have been in communication with Maine DEP; no fine was assessed against the town for the asbestos removal at the recreation building.

The Board created an Ambulance Working Group to review the way service contract pricing is developed for neighboring town. The working group consists of Brett, Randy, Gail, Raye, Teena, and Theresa.

Rae Bates provided an update on the Comprehensive Plan Subcommittee, Jay Kamm attended the June meeting and suggested that the committee choose one topic at a time from a section of the original Comprehensive Plan to make revisions and edits too. The Subcommittee will be reviewing the history section at their next meeting in July.

OLD BUSINESS

Fire Department Bylaws & Standard Operating Guidelines

As discussed at the last meeting, the Fire Department Bylaws and SOGs received minor edits and now include language for the new Lieutenant position that was created, these documents are ready for signature by the Select Board.

Motion made by G. Smallwood to approve and sign the Fire Department Bylaws and Standard Operating Guidelines. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

SELECT BOARD COMMENTS

Theresa mentioned that drivers do not stop at the stop sign at the end of Shin Pond Road and was wondering if the Town could make the sign more noticeable. Kevin will contact DOT regarding the issue.

PUBLIC COMMENTS

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

Motion made by G. Smallwood to enter executive session at 6:00pm. Seconded by R. Bates, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to exit executive session at 6:32pm. Seconded by R. Bates, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood for Willow Brooks to assume E911 Addressing duties. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to give Billie Doody \$1,000 stipend and 5 days PTO for the additional hours she worked from May-July. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**

Motion made by R. Bates to accept Raye Porter's budget recommendations for the Community Activities Coordinator. Seconded by G. Smallwood, no discussion heard. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:35pm. Seconded by T. Schmidt, no discussion heard. **Approved 5/0/0.**


Meeting Minutes for June 10, 2025


Approved by the Select Board on June 24, 2025


Gregg Smallwood, Chair


Rae Bates, Vice-Chair


Janice Dancer


Teena Goode


Theresa Schmidt

TOWN OF PATTEN

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PATTEN SELECT BOARD

Meeting Minutes

These minutes are not verbatim.

POSTED
7/25/25

Location: Public Works Garage, 23 Katahdin Street, Patten, ME 04765

Date & Time: Tuesday, June 24, 2025, at 5:30pm

Called to order by Gregg Smallwood at 5:30pm.

ROLL CALL

Select Board: Gregg Smallwood, Chair; Rae Bates, Vice-Chair; Janice Dancer, Teena Goode, Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Raye Porter, Finance Consultant; Billie Doody, Town Clerk; Jon Harvey, Animal Control Officer; Julie Buhler, Library Director

Public: David Goode, Charlie Kenney, Laura Kenney, Dennis Brackett, Mari Birmingham

ADMINISTRATIVE

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

Motion made by G. Smallwood to approve and sign Warrant #13. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #13

Motion made by G. Smallwood to approve and sign Payroll Warrant #13. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Approve and Sign Meeting Minutes for June 10, 2025

Motion made by G. Smallwood to approve and sign the minutes for June 10. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

DEPARTMENT UPDATES

Town Manager

G. Albert: Brittney Woods has been hired as Community Activities Coordinator and will join the Town Office July 9, pending reallocation of funds from the Winter Roads budget at the Special Town Meeting on July 8. The generator installations for Water, Sewer, Public Works, and the Town Office are in progress. The audit was pushed back again and it is now July 1-3. The first Ambulance Working Group meeting will take place July 23.

Brush was removed from the intersection of Shin Pond Road and Route 11 that may have impacted the view of the stop sign, and Lieutenant Harris has been notified that drivers do not always stop there. Kevin will be away Wednesday to attend Lagoon Day hosted by Maine Rural Water Association. The crosswalks are being painted in the next few weeks, grading and patching in Patten has been completed and Kevin will be spraying the sewer fields in July. There is currently a pothole on Church Street but Kevin is aware and has called DOT. Culverts have been ordered for road repair. Andrew Smith is doing the mowing for Patten and will likely attend a future Select Board meeting.

The RSU 89 budget did not pass in the towns, they are proposing the same budget and will have a District Budget meeting on July 9. If the budget passes at that meeting, there will be another election on July 24 from 10:00am – 7:00pm.

Financial Update

Revenue sharing from the State has come in, the Town checking account is around \$250,000. Raye is currently estimating that each department will be under budget through 2025.

NEW BUSINESS

Emergency Preparedness Plan

Janice wrote a draft of a new Emergency Preparedness Plan for Patten, Jay Kamm at NMDC was hired to review the draft and make updates as well. This is the first look for the Select Board and will be brought back with their edits at a July meeting.

Town Tax Relief Ordinance

Gail shared an article from MMA's newsletter about different tax relief programs in other towns. The Town of Harpswell has a town tax relief ordinance that establishes a tax credit for senior residents that is funded by the Town. The article and possibility of a similar ordinance for Patten will be further discussed at an upcoming meeting.

SELECT BOARD COMMENTS

There was a discussion about the new section of cemetery including costs, lot sizes, building the road, etc. Select Board members are interested in inviting County Commissioner David Marshall to a meeting to discuss funding available for Patten. There was also a discussion about the lack of communication between the Town and Eastern Maine Development Corporation, and what more Patten can do to become business friendly.

PUBLIC COMMENTS

ADJOURN

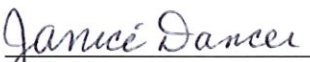
Motion made by G. Smallwood to adjourn the meeting at 6:17pm. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**


Meeting Minutes for June 24, 2025


Approved by the Select Board on July 22, 2025


Gregg Smallwood, Chair


Rae Bates, Vice-Chair


Janice Dancer


Teena Goode


Theresa Schmidt