

TOWN OF PATTEN

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

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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 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