

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

Cody A B Chairman Cody Brackett

Greg Smallwood Vice Chair Gregg Smallwood

Dennis Kelly Dennis Kelly

Rae Bates Rae Bates

Janice Dancer 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

TOWN OF PATTEN

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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

<u>Cody A Brackett</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, 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