

TOWN OF PATTEN

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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, August 6th, 2024, at 5:30pm

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

ROLL CALL

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

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Clerk; Jon Harvey, Animal Control Officer

Public: Dennis Brackett, Kent Smallwood, Linda Lyons, Marcia Pond Anderson, Cheryl Labelle, Susan Cullen, Marie McNally, Charlie Kenney, Laura Kenney

Guest Speaker: Ron Blum, Planning Board Chair

ADMINISTRATIVE

Approve and Sign Warrant #16 for General Government, Water, Sewer, Ambulance

Motion made by G. Smallwood to approve and sign Warrant #16. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Payroll Warrant #15

Motion made by G. Smallwood to approve and sign Payroll Warrant #15. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Select Board Meeting Minutes for July 23rd, 2024

Motion made by G. Smallwood to approve and sign the Select Board meeting minutes from July 23rd. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Approve and Sign Special Town Meeting Minutes for July 23rd, 2024

Motion made by G. Smallwood to approve and sign the Special Town meeting minutes from July 23rd. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

SPECIAL PRESENTATION

Planning Board Updates – Ron Blum

R. Blum: The Planning Board's July meeting lacked a quorum, the agenda for the August meeting will remain the same.

DEPARTMENT UPDATES

Town Manager - Gail Albert

G. Albert: Notary fees are complimentary for residents of Patten, Moro, and Hersey. Beginning in January 2025, the Town Office will be charging nonresidents a fee of \$15 for notary services. Jason Peavey will be the Town's new E911 coordinator, he is currently working on completing State training. It was suggested to Gail that the E911 committee be restaffed, this committee would meet as needed to work on specific E911 projects / concerns. The E911 committee members would consist of the Town Manager, Jason Peavey, Randy Bossie, and two Select Board members.

Motion made by G. Smallwood to nominate Rae Bates and Dennis Kelly as members of the E911 committee representing the Select Board. Seconded by Theresa Schmidt, no discussion heard. **Approved 5/0/0.**

G. Albert: Department Heads are beginning to prepare for a Risk Management Site Visit that will be conducted by MMA on September 25th. The Town Office is now open on Wednesday by appointment, residents should call ahead or email the office to schedule one. The Town Office will be closed on Thursday, August 8th from noon to 2:00pm, but will remain open until 5:30pm.

OLD BUSINESS

Cemetery Board of Trustees Policy

The Cemetery Board of Trustees policy is ready for signature, it was updated to increase the number of members on the Board and include nonresidents.

Motion made by G. Smallwood to approve and sign the Cemetery Board of Trustees policy. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

Personnel Handbook

The General Government Personnel Handbook is ready for signature, it has been updated to align the PTO policy and Family Medical Leave with State laws. The direct deposit policy has

been updated and a social media policy has been added. The Town's insurance carrier requested that a molestation policy be added as well.

Motion made by G. Smallwood to approve and sign the General Government Personnel Handbook. Seconded by J. Dancer, no discussion heard. **Approved 5/0/0.**

NEW BUSINESS

Veteran's Memorial Committee

The Select Board was provided with a list of volunteers interested in serving on the Veteran's Memorial Committee. Names include Jon Harvey, Charlie Kenney, Rae Bates, Theresa Schmidt, and Ted Pettengill. The Board suggested additional individuals for the office to contact regarding their interest in serving on the committee: Lorna and Scott Harris, John Birmingham, Sr., Ed MacArthur, and Jon Purdy. This project is still in the early stages, the committee will be working toward the creation of a new Veteran's Monument on Town property, including new names and names that are currently on the Monument owned by the Patten Historical Society.

Motion made by G. Smallwood to approve the list of current and possible volunteers for the new Veteran's Memorial committee. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Town Office Hours

There was a discussion of changing Town Office hours to accommodate residents who have limited opportunities to visit the Town Office. No motions were made.

SELECT BOARD COMMENTS

There was a discussion about the Maine Farmland Trust presentation at the library, and how the content in the presentation could benefit the Planning Board and the Comprehensive Task Force working on the new Comprehensive Plan. The Town Office will try to secure copies of the materials for the Task Force and Planning Board meetings.

PUBLIC COMMENTS

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

Motion made by G. Smallwood to enter executive session at 6:13pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Motion made by G. Smallwood to exit executive session at 6:45pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 6:47pm. Seconded by D. Kelly, no discussion heard. **Approved 5/0/0.**

Meeting Minutes for August 6, 2024

Approved by the Select Board on August 20, 2024

Gregg Smallwood
Gregg Smallwood, Chair

Dennis Kelly
Dennis Kelly, Vice-Chair

Rae Bates
Rae Bates

Janice Dancer
Janice Dancer

Theresa Schmidt
Theresa Schmidt