

TOWN OF PATTEN

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PATTEN SELECT BOARD

Meeting Minutes

These minutes are not verbatim.

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

Date & Time: Tuesday, July 9th, 2024, at 5:30pm

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

ROLL CALL

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

Board Members Absent: Theresa Schmidt

Town Employees: Gail Albert, Town Manager; Billie Doody, Town Clerk; Willow Brooks, Deputy Clerk; Kevin Noyes, Director of Public Works; Jon Harvey, Animal Control Officer

Public: Marcia Pond Anderson, Jayne Melvin, Scott Webb, Jason Peavey, Ronald Libby, Charlie Kenney, Laura Kenney, Teena Goode, Terry Hill

Guest Speaker: Ron Blum, Planning Board Chair

SPECIAL PRESENTATION

Planning Board Updates

R. Blum: The Planning Board has been busy with ordinances; they are currently looking at the Town's E911 and Snow Removal ordinances. There is a vacancy on the Planning Board for an Associate Member position. Ron let the Select Board know that the Land Use, Planning Board, Shoreland Zoning, and Building ordinances need some work and asked the Board which they prefer to be updated first. The Select Board agreed that the Building and Planning Board ordinances should take priority.

ADMINISTRATIVE

Motion made by G. Smallwood to remove Emergency Public Safety updates from the agenda in Brett Morse's absence. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Warrant #14 for General Government, Water, Sewer, Ambulance

Motion made by G. Smallwood to approve and sign Warrant #14. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Payroll Warrant #13

Motion made by G. Smallwood to approve and sign Payroll Warrant #13. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Select Board Meeting Minutes from June 25th, 2024

Motion made by G. Smallwood to approve and sign the minutes from June 25th. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Approve and Sign Executive Committee Meeting Minutes from June 28th, 2024

Motion made by G. Smallwood to table the signing of the minutes from June 28th due to T. Schmidt's absence. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

DEPARTMENT UPDATES

Town Manager - Gail Albert

G. Albert: Gail reminded everyone that there is another election being held for the RSU #89 grant on July 16th from 8:00am to 8:00pm at the Fire Department. The calendar of events for Patten Pioneer Days have come out, copies are available at the Town Office and on the website. Updated events will be on the Patten Pioneer days Facebook page. There will be a Special Town meeting on July 23rd at 5:00pm prior to the Select Board meeting. A brief discussion took place regarding pollution coverage for the Water and Sewer Department, no motions were made.

o May Financial Update

G. Albert: The financial updates and account balances were provided to the Select Board. Due to increase in salaries for the Town in 2023 there is an increase in the Worker's Compensation coverage and a projected increase for 2024.

Department of Public Works – Kevin Noyes

K. Noyes: Kevin and David have started patching and did some ditching on side streets. More work has been done in the sewer fields as well as weed whacking around the hydrant and on Houlton Street. There have been intermittent false alarms involving the pump station at the sewer plant, Kevin has disabled the alarm for now. The red truck has been fixed so calcium can be done, Kevin would like the roads to be graded first and asked the Select Board if it should be put out to bid. Gregg recommended that Kevin reach out to Mike Savage.

There was a brief discussion about the logging that A&A Brochu did in the sewer fields, the Board discussed moving the funds into a reserve account for sewer projects.

Motion made by G. Smallwood to put the logging money from A&A Brochu for the Sewer Department into a Sewer Department reserve fund. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

OLD BUSINESS

Ballpark Restroom Facilities – Steve Anderson

This item was removed from the agenda in Steve's absence.

Veteran's Memorial

Gail provided the Board with photos of Veteran's Memorials in other Towns and mentioned that there will have to be an article in the Warrant at the Special Town Meeting to see if the Town will accept donations for a new Memorial. The board discussed the development of a new Veteran's Memorial Monument and wanted to determine the town's interest in doing so.

Motion made by R. Bates to add an article to the Special Town Meeting Warrant to see if the Town would approve the creation of a Veteran's Memorial Park and accept donations toward the project. Seconded by G. Smallwood, no discussion heard. **Approved 4/0/1 absent.**

Ordinances for Review – Janice Dancer

- **Park Model**

J. Dancer: Janice formatted the Park Model ordinance to align with the Select Board's template for ordinances and made edits.

Motion made by G. Smallwood to approve the latest draft of the Park Model ordinance. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

- **Tiny Homes**

J. Dancer: Edits have been made to the Tiny Homes ordinance and it is ready for approval by the Select Board with one minor edit relating to wording.

Motion made by G. Smallwood to approve the latest draft of the Tiny Homes ordinance with one edit. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

- **Holding Tank**

Motion made by R. Bates to approve the latest draft of the Holding Tank ordinance. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

- **Fire Department**

J. Dancer: The Fire Department ordinance has been changed to align with MMA's recommendations. This includes that the Fire Chief would now be appointed by the Town Manager and Select Board instead of the Fire Department employees.

Motion made by G. Smallwood to approve the latest draft of the Fire Department ordinance. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by G. Smallwood to add the 4 ordinances approved (Park Model, Tiny Homes, Holding Tank, and Fire Department) to the Warrant for the Special Town Meeting on July 23rd. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Policy for Review

- **Cemetery Board of Trustees**

Janice provided the Select Board with a draft policy for the Cemetery Board of Trustees at the last meeting, there have been no new edits.

Motion made by G. Smallwood to approve the final draft of the policy for the Cemetery Board of Trustees. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

SELECT BOARD COMMENTS

Janice asked the Select Board for permission to turn in a Play Matters grant for the playground and a Versant grant for the basketball court.

Motion made by G. Smallwood to give Janice permission to turn in the Play Matters and Versant grants. Seconded by D. Kelly, no discussion heard. **Approved 4/1 absent/1 abstention.**

PUBLIC COMMENTS

There was discussion about the Town's 2023 audit report and financial reports, and a brief discussion about the Parks and Recreation Advisory Committee.

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

Motion made by G. Smallwood to enter executive session at 6:29pm. Seconded by D. Kelly, no discussion heard. **Approved 4/0/1 absent.**

Motion made by R. Bates to exit executive session at 7:40pm. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

ADJOURN

Motion made by G. Smallwood to adjourn the meeting at 7:40pm. Seconded by J. Dancer, no discussion heard. **Approved 4/0/1 absent.**

Meeting Minutes for July 9, 2024

Approved by the Select Board on July 23, 2024

Gregg Smallwood
Gregg Smallwood, Chair

Dennis Kelly
Dennis Kelly, Vice-Chair

Rae Bates
Rae Bates

Janice Dancer
Janice Dancer