

# Town of Stow

Selectmen Meeting Minutes DATE 05-23-2023

**Opening:** The Board of Selectmen meeting was called to order at 6:00 pm in Stow, Maine by Jim Wilfong.

## Present

**Selectmen:** Ray Ryan, Jim Wilfong, Carl Lindblade

**Town Clerk:** Christine Carone **Deputy Clerk:** Kathleen Panno **Treasurer:** Nancy Boros

**Road Agent:** NA

**Residents/Guests:** Rob Flint, Broadband Liaison and Planning Board member

**Approval of Agenda:** Agenda approved

**Approval of Minutes:** Minutes Approved from 05/09/2023 meeting with two changes.  
**Approved 3-0.**

## Treasures Report:

**Cash Balance \$179,597**

**Warrant # 29 \$23,433.81**

The TAN note is available to sign. I will return it to the attorney and the funds will be available to draw shortly. Interest 5.65%, \$300k, due 12.31.2023.

I'd like a vote regarding the first draw of the TAN –I suggest we draw \$100k when our cash falls below \$50k. **Selectmen Approved 3-0.**

We have received the audit engagement letter for FYE 2023year, the cost is \$6,000. **Selectmen Approved 3-0.** N.Boros will return the signed engagement letter.

Congratulations to Kathleen Panno, she has now been here working with us for 1 full year.

I am away the next two board meetings, but will prepare warrants, checks and payroll for selectmen approval.

As Stephen Goldsmith had told us at the beginning of the year, dumping fees for demo material have increased by 34%. We had accounted for an increase when budgeting.

Computer update to Google Suite – Rob will start the process of setting up Gmail accounts for everyone. The second phase will be to organize the files in google suite and the final third state will be updating the website. He will be paid as a 1099 contractor. The select board and R. Flint will determine the fees. J. Wilfong stated he would like stage 2 and 3 of the process to be completed later in the year to assure that we do not go over budget.

The select board and R.Flint will determine his compensation. R. Ryan will confirm with MMA whether Rob has to provide proof of insurance. N. Boros will file MMA's response in the vendor contract file. N.Boros will be available for R.Flint when the work begins.

### **Clerks Business:**

K. Panno purchased flowers for the town hall. R.Ryan and J. Wilfong will ask Conservation Committee members to put flowers by the tree at the town square.

Deer Hill Rd – The Post Office called to state that the USPS drivers are unable to traverse the bridge due to the conditions of the bridge planking. The USPS will not deliver mail until the planking is repaired. R.Ryan and J. Wilfong will go to the bridge to fix the planking on May 24, 2023.

MSAD 72 voting will occur tomorrow night. J. Wilfong and K.Panno will be the ballot clerks at the school vote.

K.Panno has requested an annual review.

### **Open Issues:**

**Carl Lindblade** completed a checklist for building and plumbing permits. Before a plumbing or building permit is issued, taxes must be paid in full, and a driveway permit must be issued. The driveway permit requires that a driveway be assessed to determine whether a culvert is necessary.

Rob Flint stated that the State of Maine now allows a house of any size, including ‘tiny houses’, there is no maximum square footage required. Stow’s ordinance book needs to be updated to include this information. R.Ryan suggested that all ordinance changes be presented to the Select board and then implemented. All changes should be filed, and the date and revision date recorded to keep track of all changes made. Rob Flint stated they are working on creating a document with all ordinances and all revisions tracked in the document. Ordinances may be amended by the Planning Board; however, new ordinances must be approved at a town meeting.

C. Carone will gather the (estimated) six ordinances that have been voted on at Town Meeting and give them to the Planning Board for inclusion in the ordinance book they are creating.

J. Wilfong will go a Planning Board meeting.

Selectmen will contact Richard Moore regarding the 911 work and ask him to submit his documentation to be paid as a W-2 employee.

C. Lindblade pointed out three items that need to be completed annually. The Selectmen will prepare a list of tasks to be completed, by month, in their policies and procedures binder and in their Gmail calendar.

Cyber Policy – R.Ryan and R. Flint to complete final edit by June 1<sup>st</sup>, all users are required to sign the policy by June 1<sup>st</sup>.

ARPA reporting – R.Ryan is waiting for an email to complete the process. R.Ryan will register for an MMA seminar regarding ARPA reporting, deadline has been extended to June 30<sup>th</sup>, and MMA urges members to file by then.

**Roads Report:** The washout in May has delayed our planned road repairs. Fred Wilson has addressed all the washout issues. We have used all our stored crushed gravel that was stored in town, furthermore due to the washouts throughout the area gravel is in short supply at the time. To date we have spent \$37k on repairs for the road washout. The town has submitted a request to FEMA for reimbursement.

Our next step is to start our planned road projects. J. Wilfong has ordered bridge materials he estimates it will cost \$50k. He will submit for reimbursement from the Federal government for this. Union Hill needs to be addressed as soon as possible. So. Chatham Road needs work as well. Rob Flint stated So Chatham has large rocks on the road that are a danger, and a telephone pole installation has blocked water runoff resulting in road damage. J. Wilfong has ordered \$19k in culverts. A new 3 foot culvert will be installed on the Kezar Lake Rd.

K. Panno took the road postings down, as required before May 15<sup>th</sup>.

Next meeting will be Tuesday June 13, 2023, at 6:00 pm

Minutes submitted by Nancy Boros