

# Town of Stow

Selectmen Meeting Minutes DATE 09-13-2022

**Opening:** The Board of Selectmen meeting was called to order at 6:01 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

**Residents/Guests:** NA

**Approval of Agenda:** Agenda approved

**Approval of Minutes:** Minutes Approved from 08/23/2022 meeting. **Moved and seconded 3-0**

**Clerks Business:** C. Carone received another ARPA information request. C. Carone called Neil Goldberg of MMA, but he was not available at the time. C. Carone asked that a Selectman takeover the ARPA application requirements. Selectman will create a comprehensive budget and include a 15% contingency fee. The deadline for this is September 30. ARPA is administered by the US Treasury. J. Wilfong will take on this project.

**Deputy Clerk's business:** Painting of the meeting room continues. K. Panno will be attending MMA class on elections in the coming month. New road signs for Kimball Rd and Acorn Road have been received.

## Treasures Report:

### W-2 employees vs Volunteers

I have attached a packet of information I received from MMA Legal, as well as the original Volunteer Information form for insurance. Based on the email I received from MMA Legal, I believe we may have to classify some positions as W-2 employees, namely Animal Control, 911 agent, Planning Board member and future Health Officers.

The attorney advised me to call Maine IRS services to clarify if a W-2 must be given if the salary is not significant. Most of these positions earn well below \$600, the threshold for 1099 reporting. I believe we should take the time to create a file for whom we pay, how much they are paid and what benefits they receive and how they are classified (W-2 vs 1099). J. Wilfong stated he would look into this further with the information N. Boros provided from MMA.

### Credit Card Payments

I have the application for credit card payment services from InforMe, a third-party payment processor. I was hoping we could have a Selectman approve and sign the contract tonight so we can have this up and running soon. We will charge the resident a 2.5% fee for paying with a credit card. The town cannot absorb the processing fees for credit card transactions, as this would result in our collecting less revenues than charged. Residents can make credit card payments in person or over the phone.

This is a web-based processing service, meaning we do not need to buy or support software. We access it via our computers and login. We will need to create a main list of items that can be paid for (e.g., dog license, RE taxes, car registration etc.).

We will receive detailed reports regarding the payments and deposits.

We will encounter a fee for the USB card terminal, I do not know the amount at this time, however I think this would be beneficial as it reduces the chance, we transpose credit card numbers as we enter them. Once we have the system in place, we can announce this on the website and put a sign on the window at the town office. **Selectman Approved and seconded 3-0.**

### **Cash**

Our cash balance is around \$78,000. I would like to draw an additional \$100K in TAN funds. That will leave us with \$50k additional to draw if needed. Motion to draw \$100k of Tan note. **Approved and seconded 3-0.**

Warrant #40 for \$44,837.22 **Approved and seconded 3-0**

**Road Agent:** (Selectman Wilfong) We received two sets of signs that need to be installed at the Stone House Bridge. Jim will find someone to install the signs if the town cannot find someone the state steps in and installs the sign and charges the town. We have a new road agreement with the USDA for the Stone House Road. This is a multiyear project. The town must expend the funds first and submit for reimbursement. We have about \$20k remaining in our road budget. Jim Wilfong is looking into repairing additional culverts on Union Hill or addressing a muddy spot by a bog on Stone House Road. All the ditches have been dug out on Union Hill to allow for water drainage. More work will be done next year on Union Hill. J. Wilfong would like to address the dead tree or limb issues near the roads next year.

**New Business** – Selectman Lindblade discussed a need for the planning board to develop a policy on cannabis growth. The Town of Stow has residential and shoreland zoning only the town does not have commercial zoning or agricultural zone. The shoreland zoning rules are based on state guidance. The cannabis ordinance would address runoff and odor issues and location of fields relative to homes. State law requires the fields to be fenced and lite at night. Selectman to ask the planning board to address agricultural/cannabis zones within 90 days. The Selectmen will work together and compose a letter to the Planning Board.

Carl Lindblade stated that his property is in a trust and therefore he does not have a conflict of interest in this matter.

Election Day is coming up; the staff needs to prepare the room for election day. Selectman will meet on Wednesday November 9<sup>th</sup>, rather than on Election night.

### **Public Comment NA**

Next meeting will be Tuesday September 27, 2022, at 6:00 pm

Minutes submitted by Nancy Boros