

Town of Stow

Selectmen Meeting Minutes DATE 2.13.2024

Opening: The Board of Selectmen meeting was called to order at 6:05 pm in Stow, Maine by Jim Wilfong.

Present

Selectmen: Jim Wilfong, Carl Lindblade, Ray Ryan

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

Road Agent: NA

Residents/Guests: Rob Flint, Budget Committee Chair

Approval of Agenda: Agenda approved

Approval of Minutes: Minutes Approved from 01-23-2024 **Selectman approve 3-0**

Treasures Report: (Nancy Boros)

Cash Balance \$ 357,745

Warrant # 11 \$17,317.52 **Selectman approve 3-0**

January Bank statements and reconciliations were submitted to Selectboard for review.

Website: The Wix website fee is due on 2/24/2024. The price has increased from \$468 to \$684. We had discussed updating the website or using another platform. There was discussion regarding the merits of changing the site at this time. The Selectboard voted to keep the current site. **Selectboard approve 3-0**

We have three properties that are foreclosed. Balances due are \$8,334, \$1,025, \$999 for a total of \$10,358. C. Lindblade will work on the foreclosures in consultation with the town attorney.

Two changes have been made to the warrant – a non-profit rescinded their \$150 request, the text of Article 13 regarding property sales has been edited. **Selectboard approve 3-0**

Discussion ensued regarding salary for employees. The following hourly rates have been approved:

Howard Allen \$40/hr – time and equipment

Nancy Boros \$35/hr – additional duties

Kathleen Panno \$25/hr – deputy clerk

Cindy Eaton \$25/hr – time and equipment, 2 hour minimum per call

Annualized salaries for elected people will be presented in the town warrant.

Clerks Business: (Christine Carone)

The Planning Board submitted a memo regarding town permit requirements. The CEO will review the completed plumbing and building work, a master electrician will inspect the electrical work to ensure the work was done to code. The CEO will accept the opinion of the licensed electrician. The CEO is tasked with enforcing these permit requirements. The Town of Stow's building codes are based on the state building code. The town does not issue occupancy permits. The new requirements are intended to be in effect within the next month.

C. Carone asked the Selectboard what is the length of time within which someone must sign their oath of office. Carl Lindblade motioned that all members should sign the oath of office within 30 days of the town meeting. A policy will be drafted to indicate this 30 day requirement.

Selectmen voted in favor 3-0.

C. Carone reminded the board that anyone who has not signed their oath of office cannot be listed in the town book. Selectboard will communicate this to any residents who have not signed their oath of office.

Deputy Clerk: (Kathleen Panno)

We would like to buy a drop box for the outside of the building and a noticeboard. K. Panno will submit purchase orders for these items on an upcoming warrant. **Selectboard approved 3-0.**

K. Panno has been working to organize the files in the conference room.

Selectman's Reports:

Policy Contracts and Insurance (Ray Ryan) –

R.Ryan has contacted MMA regarding updating the value of the town hall. It is currently valued at \$228,826. He has submitted a list of recent upgrades that have been made. MMA will come to Stow to evaluate the building

Maintenance Report/Broadband: (Carl Lindblade)

C. Lindblade has researched sound proofing the town hall. He has located a distributor in Pennsylvania. Ray Ryan volunteered to investigate sound proofing as he has knowledge in this area. He will also reach out to Fryeburg Rec to inquire about the product they used.

Carl Lindblade made a motion that the town will not impose franchise fees. **(Selectboard approve 3-0).** Policy will be recorded in policy binder.

Richard Moore is taking an inventory of the 911 addresses in conjunction with the broadband project. He has found several rows that are out of sequence. He will be working with C. Lindblade and R. Flint. He will be paid \$40 per address plus mileage for this project.

Road Report: (Jim Wilfong)

A resident, Jim Saragousa, has offered to work with J. Wilfong in seeking infrastructure grants for the town. Currently there is an infrastructure grant being offered to towns of Oxford County.

J. Wilfong presented a draft of his road budget. He discussed the needs for the bridges to be addressed this coming season. J. Wilfong is hoping to get funding from the forest service for the Shell Pond bridge. At this time we do not know how many days it will take to rebuild the bridge. He has secured funding for the Ezra Heald bridge (\$48k). A request for proposal on the bridge work will be prepared by the engineers with specifications, it will be sent to several vendors.

R. Flint suggested that a multi-year road plan be created.

New Business:

The fire department has purchased a hydrant that they would like to install near Deer Hill Road. There was discussion of laying the pipe when road work is being done.

Richard Moore is looking to identify any locations without an E-911 address. C. Lindblade and R. Flint are working with R. Moore on this.

Open Items

Policy Contracts and Insurance (Ray Ryan)

Volunteer Insurance for FY 2024

Snow Contract – bidding to occur around May 2024

Property Insurance – confirm with MMA building value is up to date, inform MMA of square footage – in progress

Obtaining cost to soundproof the town hall – in progress

MMA grants –will be reviewed in January to determine if the town can apply for any funding – (C. Lindblade and R. Ryan)

Maintenance and Broadband: (Carl Lindblade)

Sealcoating of parking lot – tabled until spring 2024

Ordinance regarding lots with trailers on them and no septic system – planning board is overseeing this

Sale of foreclosed properties – in progress

MMA grants –will be reviewed in January to determine if the town can apply for any funding –
(C. Lindblade and R. Ryan)

Will monitor legal fees for Broadband project

Road Report: (Jim Wilfong)

Ezra Heald Bridge/Stone House Bridge – awaiting contract from Calderwood Engineering, it will be paid in installments.

J. Wilfong to set up meeting with Select board, CEO and Planning Board regarding road and building issues

Selectboard to determine who will make an inventory of all roads in town – town maintained, private and abandoned roads. – R. Flint and J. Wilfong will work on this - in progress

J. Wilfong will contact F. Wilson to install a septic cover and to move some rocks to top the culvert. (delayed to spring)

Town Office

K.Panno to collect documentation that FOAA training has been completed

K Panno to order secure box and bulletin board

N.Boros to prep for fiscal audit

work on town report

respond to budge committee questions with select board

tally timesheets submitted by JW RR CL CC KP NB to determine how time is allocated to different areas and tasks

Next meeting will be Tuesday 02/27/ 2024 at 6:00 pm.

Adjourned 8:25 pm