

TOWN OF STETSON
SELECTMEN'S MINUTES
JUNE 11, 2025
TIME: 6:00 P.M.

I. OPEN MEETING

Millard Butler opened the meeting by leading the Pledge of Allegiance.

A. ROLL CALL

Millard Butler, Jody Lyford, Gene Trojano, Leslie Merrill, and Tammy Buswell were present. Danielle Davis, Administrative Assistant, was absent.

B. MINUTES OF THE MEETING

Upon motion by Jody Lyford, seconded by Leslie Merrill, it was unanimously voted to approve the May 28, 2025 Meeting Minutes. Discussion – Millard Butler mentioned a grammatical error under Old Business Meeting House section.

C. QUIT CLAIM DEEDS – None

D. WARRANTS

1. Bangor Payroll # 24

Upon motion by Gene Trojano, seconded by Jody Lyford, it was unanimously voted to approve Bangor Payroll # 24. Discussion – Jody Lyford mentioned the warrant should read #24 not #23.

2. Expenditures # 28

Upon motion by Tammy Buswell, seconded by Leslie Merrill, it was unanimously voted to approve Expenditures # 28. Discussion – Millard Butler questioned William Barriault, Road Commissioner, regarding the down payment for paving. William Barriault agreed with the down payment and stated paving should begin the 3rd week of August. Jody Lyford questioned the double payment for the Presidential Plan for the Meeting House furnace with the answer being there are two furnaces in the building.

E. BOARD OF ASSESSORS

Tammy Buswell advised Danielle Davis is projecting a mil rate of 16.85 – 17.25 depending upon final tax assessments.

II. OLD BUSINESS

A. Meeting House – Tammy Buswell mentioned that the grant for the steeple has been submitted with no response as of yet. Nevin Miller provided her with new contact information for the church that rents. There was discussion regarding rent. She is to reach out to the new contact and invite them to the next meeting for discussion and negotiations.

- B. Unit 3 Rental – Jody Lyford stated rent should be \$5 - \$7 per square foot, depending on usage. She has posted at the Town Office that it is available to rent and that information is also in the upcoming newsletter.
- C. Septic Drainpipe – William Barriault advised the work has been completed with 6” plastic pipe, sand and insulation. Discussion of setting barriers to prevent people, including plowing, over the tank.
- D. Resident Mailboxes – Tabled
- E. Dead River – Tabled
- F. Sexton – Tammy Buswell mentioned Dorr’s Construction no longer digs the burial holes for the Town of Hermon and suggested a reach out to them to see if they would be interested in doing it for our town. Leslie Merrill will contact them.
- G. Jennifer Torrey-Food Sovereignty – Tabled
- H. Doug Peck-Herb’s Landing/Lane – Millard Butler spoke with a resident, Rod Underhill, regarding this issue. Herb’s Landing and Herb’s Lane are two separate roads. It begins with Herb’s Landing with Herb’s Lane running off of that. Mr. Underhill also asked about cutting trees between the road and the cemetery. Millard Butler to coordinate with Danielle Davis, Tax Assessor, to see if the Town owns that property. If the Town does, the Board and Julie Brownie, Cemetery Committee, agreed to allow Mr. Underhill to cut the trees.
- I. Sand & Salt Shed Door – William Barriault got an estimate from PDQ Door to repair the damage done by Street’s Landscaping. Millard Butler will reach out to Jeff Street in regards to the repair.

III. NEW BUSINESS

- A. Rental and Security Deposit Pricing – Jody Lyford provided the Board with changes in the rental and security deposit pricing for the Community Center and Meeting House. Upon motion by Millard Butler, seconded by Jody Lyford, it was unanimously voted to approve the new pricing. Discussion – Tammy Buswell questioned if the new deposit amount would be enough. The Board agreed it would be.

IV. COMMITTEE REPORTS

- A. ANIMAL CONTROL – Tammy Buswell stated the last report received from the ACO was in February. Gene Trojano stated she normally emails them to Danielle Davis who was absent from this meeting. He will follow up with the ACO.
- B. APPEALS BOARD – Nothing
- C. CEMETERY – Millard Butler has spoken with the mowing contractor.
- D. CODE ENFORCEMENT OFFICER/PLUMBING INSPECTOR/E911 – Nothing
- E. EDUCATION – Steve Ingalls reported the budget and referendum questions both passed. Rhonda Sperrey questioned the Town’s voting results. Jody Lyford will follow up with Danielle Davis for an answer.
- F. EMERGENCY PREPAREDNESS COMMITTEE – Nothing
- G. FIRE DEPARTMENT/EMT/RESCUE – Nothing
- H. LIBRARY – Nothing
- I. MEETINGHOUSE – As stated above in Old Business
- J. PARKS & RECREATION – Nothing
- K. PLANNING BOARD – Nothing

- L. RECYCLING & SOLID WASTE COLLECTION – Nothing
- M. ROAD COMMISSIONER – William Barriault stated he saw the plow trucks for this upcoming winter road plowing and stated they looked really nice. He also had reached out to Patriot’s Landscaping regarding the truck that has been left at the Sand and Salt Shed and gave him a deadline to either remove it or the Town will have it towed.
- N. STATE LEGISLATIVE CORRESPONDANCE – Nothing
- O. TREASURER – The Board was given an updated Treasurer’s Report
- P. WELFARE DIRECTOR – Nothing
- Q. ORDINANCE COMMITTEE – Nothing
- R. OTHER – Nothing

V. TRAINING – Nothing

VI. PUBLIC COMMENTS – William Barriault inquired if he could use the Fire Department/Library parking lot for photos for his business. The Board has allowed him to do that. Steve Ingalls suggested the Town implement GIS mapping for the CEO and Tax Assessor.

VII. SELECTMEN COMMENTS – Nothing

VIII. EXECUTIVE SESSION – 405-6(A)

Upon motion by Jody Lyford, seconded by Leslie Merrill, it was unanimously voted to enter executive session at 6:59 p.m.

Upon motion by Millard Butler, seconded by Leslie Merrill, it was unanimously voted to exit executive session at 7:17 p.m.

Upon motion by Millard Butler, seconded by Leslie Merrill, it was unanimously voted to authorize Jody and Tammy to hire as they see fit.

Upon motion by Jody Lyford, seconded by Gene Trojano, it was unanimously voted to pay Karen Wilber one week’s vacation.

IX. ADJOURNMENT

Upon motion by Gene Trojano, seconded by Jody Lyford, it was unanimously voted to adjourn the meeting at 7:19 p.m.

Millard w Butler Millard Butler, Chair

Jody Lyford Jody Lyford, Vice Chair

Gene Trojano Gene Trojano

Leslie Merrill Leslie Merrill

Tammy Buswell Tammy Buswell

Respectfully submitted – Tammy Buswell

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data. The text also mentions that regular audits are necessary to identify any discrepancies or errors in the accounting process.

2. The second part of the document focuses on the classification of expenses. It provides a detailed list of categories, such as salaries, rent, utilities, and travel. Each category is defined with specific criteria to ensure consistency in reporting. The document also notes that certain expenses may be eligible for tax deductions, and it provides guidance on how to properly document these for tax purposes.

3. The third part of the document addresses the issue of budgeting. It explains how to create a realistic budget based on historical data and current market conditions. The text highlights the importance of monitoring actual spending against the budgeted amounts to avoid overspending. It also suggests using budgeting software to streamline the process and generate reports that show the variance between actual and budgeted figures.

4. The fourth part of the document discusses the role of the accounting department in providing financial insights to management. It describes how regular financial statements, such as the balance sheet and income statement, are prepared and analyzed. The text emphasizes that the accounting team should be proactive in identifying trends and potential risks, and should communicate these findings to the relevant stakeholders in a clear and concise manner.

5. The fifth and final part of the document provides a summary of the key points discussed. It reiterates the importance of accuracy, transparency, and proactive financial management. The document concludes by stating that a well-managed accounting system is essential for the long-term success and sustainability of any organization.

Accounting Department
123 Main Street
City, State, ZIP
Phone: (555) 123-4567
Email: accounting@company.com