



MINUTES OF THE BOARD OF SELECTMEN'S MEETING  
**OCTOBER 22, 2013**  
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

**Members present:** Dan Gordon, Richard Gray, Jr., Ray Bates, Ronnie Brann and Jonathan Adams.

**Public Attending:** Tom Reed, Rosie Vanadestine and Steve McGee.

**Employees Attending:** Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

**Previous Meeting Minutes:**

**Ronnie Brann made a motion to approve the Minutes dated 10-8-13 as written seconded by Dan Gordon and approved 5-0-0.**

**Public Comment:**

- a) K.V.C.O.G. – Executive Director, Rosie Vanadestine, gave a presentation on the services they have to offer. She also mentioned the Transition Plan which includes a Strategic Planning Process and the Outreach/Marketing Plan they have. She also discussed the Mobilize Maine program and that they will be making the rounds to the communities once all the work has been accomplished to share with us the new services and what direction the organization is taking.
- b) Shirley Isbister -- Shirley was on the agenda but did not attend the meeting.

**Public Works:**

- a) Steve McGee: Would like to renew his contract for another year. Steve said he would be using the same trucks as last year and he also has a couple of spares. He told the BOS that the plowing would be at the same contract price as last year also. **Jonathan Adams made a motion to renew the Sub-Contractor for Snow Removal Contract for 2013-2014 with McGee Construction with the same contract terms as last year seconded by Dan Gordon and approved 4-0-1 with Ronnie Brann abstaining because he does business with McGee Construction.** The BOS, Theresa and Steve all signed the contract at the meeting.
- b) Keith said Choate Road, Barton Road, Weeks Mills Road and Sampson Road have the shoulders done but the Wingood Road and Griffin Road still need to be done. Keith will give Theresa an update tomorrow on how many loads of gravel we have used.
- c) Keith told the BOS that he will be working next week to get the trucks loaded with sanders and ready to go for the winter weather.
- d) Keith said that Pike will be coming back to fix the end of Griffin Road on the Augusta Rockland Road side.
- e) PW Addition: Plumbing is done and the walls and floors have been poured.
- f) Keith wanted it to go on record that Rick Drew did an excellent job doing the roadside mowing this year.
- g) Roadside Mowing: Rick Drew has already put in a proposal for roadside mowing for 2014 at the same price as this year and would guarantee the cost for three (3) more years. The unit price of two (2) mowing's per year is **\$35.00 per hour** for a sub-total price of \$2,240.00 for the next three (3) years with the stipulation that if the fuel price exceeds \$5.01 then the town would be subject to a fuel surcharge. Theresa and the BOS are very pleased with his work and would like to put it in the Town Warrant to be voted on to be able to renew the contract for up to 3-years without putting it out to bid like we did the plowing contract last year.

### **Transfer Station:**

- a) The trench has been dug and Finley's Electric has laid the pipe and underground wiring from the Transfer Station Office to the Recycling Building.
- b) The two (2) new compactors arrived today, but we were not told that they were coming and we also were not told that we needed a forklift to get them off the delivery truck! Keith said that they were fortunate to be able to have CMP help Keith and Tim to unload them.
- c) Ronnie said to make sure and bag the controls on the compactors to protect them from the weather and to tarp the containers themselves.
- d) Tim has a bag of ash ready to be sent to the lab for testing.
- e) Tim said there is a small issue with the compactor. The binder pin is bent and the washer broke off. Tim said that we have another binder pin that he would like to put in the next time Waste Management comes to pick it up.
- f) Tim said they need to burn the wood pile again – probably tomorrow night if it rains and he will have Walt work.
- g) One of our containers is at the Town-owned trailer and they have started tearing it apart. It will require two (2) trips with the containers to haul everything off and Tim hopes to be done by Sunday.

### **Consideration of Payment Warrants # 17 & # 18:**

**Ronnie Brann made a motion to approve warrants # 17 & # 18 seconded by Rick Gray, Jr., and approved 5-0-0.**

**Old Business:** None.

**New Business:** None.

### **Town Manager's Items:**

- a) Two Certificate of Appointment: The Appointment Papers for Sarah Cunningham and Ronnie Brann were not done at the same time as Dr. Maggie Allen for the Windsor Educational Fund and Reed Trust Committee. Theresa told the BOS that she needed a motion to do this. **Jonathan Adams made a motion to appoint Sarah Cunningham and Ronald Brann as the Windsor Educational Foundation and Reed Trust Fund members seconded by Rick Gray, Jr. and approved 4-0-1 with Ronnie Brann abstaining because this was regarding him.**
- b) Public Hearing: **Ronnie Brann made a motion to have a Public Hearing on November 4, 2013 at the Board of Selectmen's Meeting at 6:00 p.m. for the Adoption of the General Assistance Ordinance September 2013 and Appendix B seconded by Rick Gray, Jr. and approved 5-0-0.**
- c) Maine Municipal Employees Health Trust: Theresa received a letter from the MMA Health Trust stating that the Federal Affordable Care Act, also known as the Health Care Reform, which includes several provisions related to employer-sponsored health insurance coverage. One of the provisions includes a restriction on any waiting period for health insurance coverage that exceeds 90 days. At this time the Town of Windsor requires a **6-month** waiting period. **(Our Employee Manual says 6-month but MMA has us listed as a 4-month waiting period.)** They are asking us to shorten the time to be no longer than 60-days (with coverage to begin on the first day of the month following the end of the waiting period that we select), no later than December 1, 2013. (Only full-time employees are eligible for health insurance.) Theresa said that she will have a Draft Employee Manual with this change and other changes that have been discussed at previous meetings at the next BOS Meeting on November 4, 2013. Theresa is hoping that the Employee Manual can be approved at the following meeting on November 19, 2013.
- d) Vern said that he is pleased with the corrections needed on the Valuation Return form, but this is a form formatted by the State and cannot be changed. This is the first time that any BOS have noticed the clerical issues form from any of the towns he works for!
- e) Trailer in Pine Ridge Trailer Park – **Ronnie Brann made a motion to recess as BOS and to convene as Board of Assessors at 8:16 p.m. seconded by Dan Gordon and approved 5-0-0.** Theresa said that Steve Chicoine from Chicoine Transport had been in and said that he had paid the taxes on Joe Palmer's trailer so he

could move it. Joe had signed up for the Homestead Exemption back in June 2012 which went into effect on April 1, 2013. Angela Hinds, Deputy Clerk, said that she remembered taking Steve's payment for said trailer taxes, so she placed the Town Seal on the form so he could move the trailer. This put a credit on the account because the taxes had not been committed yet so Steve had paid the full amount showing at that time. Steve is asking for a refund of the credit that is showing on this account of \$119.20 since he was the one who paid it.

**Ronnie Brann made a motion to refund Steve Chicoine of Chicoine Transport the amount of \$119.20 seconded by Jonathan Adams and approved 5-0-0. Ronnie Brann made a motion to adjourn as Board of Assessors and to reconvene as the BOS at 8:17 p.m. seconded by Dan Gordon and approved 5-0-0.**

- f) Job Description for Cemetery Sexton for the BOS to look over. Theresa would like to make this a hired position instead of BOS appointed. If the BOS agrees then we will have to put an ad out for this position. Much discussion. The BOS will make a decision at the next meeting.
- g) Theresa would really like to have a full evaluation as Town Manager from the BOS. Ray Bates said that everyone has filled out their evaluation except for two (2) members. *Ronnie Brann will be abstaining due to personal reasons.*

#### **Selectmen's Items:**

- a) Rick Gray said that he has a scout that needs an Eagle project and he will probably be here at the next meeting.
- b) Ronnie would like to know about the crushed flower at the cemetery. Shirley Isbister had called and said that she wasn't happy that someone had mowed the flowers on her husband's grave. The BOS looked at the pictures of the flowers and all agreed that it looked like something had **laid** in the flowers and flattened them. There are no tire marks, mowed grass or anything that would show that they were mowed down.
- c) Ray said that the RSU Withdrawal Committee had a meeting with Cony High School to see about a ten (10)-year contract for the School of Record. Ray has not heard the outcome of that meeting as yet.
- d) Ronnie said that there was a Windsor Educational Foundation and Reed Trust meeting last night and that he is very pleased with the new Principal. He believes that she is of the old school and that this is what we need.

**Chairman Ray Bates adjourned the meeting at 8:55 p.m.**

These minutes were approved by the Board of Selectmen on **November 4, 2013** with the following amendments: **under Public Works c: should be sanders not sand; g: add \$ and per hour; under Town Managers Items c: change 4-month to 6-month with explanation and under Selectmen's Items b: change lain to laid.**

**The next Regular Board of Selectmen's Meeting will be on November 4, 2013 at 6:00 p.m. at the Town Hall.**

Respectfully Submitted,

Debbie French  
Secretary to the Board of Selectmen