



MINUTES OF BOARD OF SELECTMEN'S MEETING
DECEMBER 16, 2014
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: Ray Bates, Richard Gray, Jr., Dan Gordon and Ronnie Brann.

Members Absent: Jonathan Adams

Public Attending: Tom Reed, Edgar Richards & Bill Appel,

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*) came in at 6:16 p.m.

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 12-2-14 as written seconded by Ronald Brann and approved 4-0-0.

Public Comment: None.

Public Works:

- a) Theresa said Keith had knee surgery on Friday, December 12, 2014. Keith still kept in touch with Theresa and Tim Coston during the storm Friday night into Saturday morning. We had some trouble getting someone to work one of the routes so Keith and Tim kept in touch with each other throughout the night into the morning. Keith said we need to do something different for next year within the budget. Theresa and Keith will need to sit down and figure out what to do within the budget. Tim said once he finally got someone in to run the truck everything went o.k. Theresa was called by Keith and Tim throughout the night. Theresa asked the Board of Selectmen if she could somehow compensate Keith for his time even though he wasn't clocked in. The Board of Selectmen said that this would be at the Town Manager's discretion.

Transfer Station:

- a) **Monthly Figures:** Theresa gave the BOS the November figures and noted that we are still down from last year by \$1,070.11. Tim said that the figures should be up some next month since the metal can was just hauled.
- b) The large scales are all certified. Tim talked with them about the wire to the fuse box and they will remove this when we get ready.

Animal Control Officer Items:

- a) Tim said it has been pretty quiet with only 1 call out.

Consideration of Payment Warrants #26 and #27:

Ronnie Brann made a motion to approve warrants #26 and #27 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Town Meeting Date:** This year's Town Meeting will be held on Wednesday, June 10, 2015 at 6:30 p.m. at Windsor School. (This is being changed from the regular meeting date that was previously held on the Saturday after the municipal voting.)
- b) **Town Hall Water Test:** The water was tested and came back with a good report.
- c) **Savin Repairs:** Transco was here to clean all the copiers and said that the Savin needs a new drum plus other smaller parts which would be over \$500.00. It was decided that we will use it until it dies as it is not worth it to us to be repaired at that cost.
- d) **Sand Pile:** Theresa told the BOS about all the calls/complaints we have received regarding the availability of the sand pile. They said that it will stay the same – two 5-gallon buckets per storm per household with the sand being available during Transfer Station hours. Ronnie Brann said that there are many towns that do not make sand available to their residents at all.
- e) **Truck Repairs:** The repairs for Truck # 2 (the 2003 International) were more than originally estimated due to more repairs needed.
- f) **Simplex Security Cameras:** Theresa received a quote from our security provider for 5 security cameras in the amount of \$5,900.00. We will seek out less expensive cameras!
- g) **KVCOG – Joint Purchase of Generators:** Theresa received a letter from Kennebec Valley Council of Governments (KVCOG) regarding joint purchasing of emergency generators. We do not need to be involved with this as we just bought a new one this year.
- h) **Kennebec Valley Chamber of Commerce:** Theresa said the Kennebec Valley Chamber of Commerce is holding their awards banquet on Friday, January 23, 2015 at the Civic Center for \$55.00 per person if anyone is interested in attending.
- i) **Closed at Transfer Station Christmas Eve and New Year's Eve:** Theresa said that she has decided to close the Transfer Station on Christmas Eve Day and New Year's Eve Day. Debbie has made up the signs and put it on the website. It will also be listed under Government Notices in the Kennebec Journal and the Town Line.
- j) **Department of Transportation:** The DOT will be holding a Scoping Meeting regarding Cumberland Farms in Augusta and is notifying the surrounding towns.
- k) **Windsor Guest Internet Access:** Now that the Town Hall has guest access Debbie is asking permission to bring in her laptop to the BOS meetings for taking minutes. It was an issue before due to having to be on the town's system with confidential information. Now that that is not an issue the BOS gave permission for her to do the minutes on her laptop which will make things a little easier for her.
- l) **Welcome to Windsor Packets:** The office staff has been working on welcome packets for quite a while now and they are now at the "proofing" point. Theresa gave the BOS the packets to go over. The BOS immediately decided to go with nice pocket portfolios instead of manila envelopes as they are more user friendly and look much better. They thought of a few items to be added to the packet such as a listing of area daycares, our public water supply, churches in town, that the Windsor Elementary School is our emergency/disaster shelter, etc.
- m) **Employee Manual:** The BOS will be changing the employee manual to cover/include a Maine Municipal article in last month's Maine Townsman.
- n) **Tree Cutting:** Theresa said that CMP is coming to Windsor in 2015 to be doing roadside tree cutting as part of their 5-year plan and she has asked them to call her when they come in. We would like to discuss with them some of the trees that need to be cut, for example, some in the North Windsor Cemetery.
- o) **Excise Tax:** Theresa reported that the revenue from excise taxes has increased this year.

Selectmen's Items:

- a) Ronnie asked about the Community Meeting that was held in Chelsea. The towns represented were Whitefield, Pittston, Windsor, Chelsea & Randolph. They discussed several ideas which included the possibility of shared plowing, mowing, printing of town reports, animal control officers, code enforcement officers, assessing services, brush cutting, etc. They also were very interested in joining in with our transfer station, but Theresa told them that we need one full year of operating the new system before we can discuss having other towns join us.
- b) Ronnie said that he was told by Scott Kenoyer from the August Public Works Department that there is a possibility that we might be able to use Augusta's prices for trucks bidding. Scott will be giving Ronnie their truck specs, which if we are able to bid through them could save us thousands of dollars on a new truck.
- c) Rick Gray, Jr. has researched several different towns/states guidelines for local school committees and has printed off a copy of one that he likes for the BOS to look over to see what they think about it.

Chairman Ray Bates adjourned the meeting at 7:59 p.m.

These minutes were approved as written by the Board of Selectmen on with adding the Town Meeting time to be 6:30 p.m. on 6-10-15 at Windsor School.

The next Regular Board of Selectmen's Meeting on Tuesday, December 30, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen