



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
DECEMBER 3, 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: Richard Gray, Jr., Ray Bates, Ronnie Brann and Jonathan Adams. Dan Gordon was absent.

Public Attending: Tom Reed, Dustin Hinds, Angela Hinds and Roger Cunningham.

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

Ray Bates called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 11-19-13 as written seconded by Ray Bates and approved 4-0-0.

Public Comment:

- a) Employee Manuals: Theresa said that Rick proofed the manual and everything looks good so she will be sending them out to all the employees.
- b) Change of Business Hours: Theresa has done some research and gave it to the BOS. Theresa suggests the following hours: Monday, Thursday & Friday 8:30 – 4:00 p.m. Still closed on Wednesday and Tuesday 8:30 – 7:00 p.m. Theresa would also like to re-arrange the front office with a new front counter with work stations built in. She would also like to have all four (4) employees working in the front office. Much discussion!

Public Works:

Keith had been out all night/morning plowing & sanding so he was not in the meeting.

Transfer Station:

- a) *Received Quotes on Scales – Set up Transfer Station & Board of Selectmen's Meeting:* Monday, December 9th at 6:00 p.m. Debbie will post on webpage and put signs up.
- b) Theresa went over the Transfer Station Figures with the BOS which show that we are down by \$1,541.50 from last year in revenue.
- c) Waste Management will be dropping the container to collect the ash pile. Theresa would like to have someone bring in their equipment to load the ash in the container.

Consideration of Payment Warrants # 23 & # 24:

Ronnie Brann made a motion to approve warrants # 23 & # 24 seconded by Rick Gray, Jr., and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Cemetery Lot Conveyance:** Rick Gray, Jr. made a motion to approve the Cemetery Conveyance of Lot RHS 83 A-F seconded by Jonathan Adams and approved 4-0-0. Each selectman said that they were signing the conveyance.
- b) **Town Hall Generator:** Generator has been ordered. Now the specs need to be written up for the electrical work to be put out to bid.
- c) **Tax Assessors' Agent Letter:** Jonathan Adams made a motion to recess as BOS and to convene as BOA at 8:18 p.m. seconded by Ray Bates and approved 4-0-0. Jonathan Adams made a motion to approve the abatements of RE759 in the amount of \$492.36 and RE116 in the amount of \$60.72 seconded by Ronnie Brann and approved 4-0-0. Jonathan Adams made a motion to adjourn as BOA and to reconvene as BOS at 8:20 p.m. seconded by Ray Bates and approved 4-0-0.
- d) *Spirit of America Awards Invitation: This will be held at the Superior State House Building at 6:00 p.m. on December 6th.*
- e) *Chamber of Commerce Supper: Selectmen agreed that they would not be attending.*
- f) **Christmas & New Year's Day Both Fall on Wednesday – Hours for the day before?** Last year we closed at 1:00 p.m. Jonathan Adams made a motion to close the office on December 24th seconded by Ray Bates and approved 3-1-0. Theresa suggested a pot-luck for all staff and BOS at 6:00 p.m. and a short meeting to approve the Warrants on New Year's Eve.
- g) Tom Reed brought in a letter from the Medal of Honor Association Members. He said that there is a Medal of Honor recipient, Thomas O'Connell, who was awarded this medal from the Civil War and does not have MOH on his headstone. There is a company that will pay for the headstone as long as the town is willing to pay for the installation of the headstone. This will come out of the Cemetery Maintenance line item.

Selectmen's Items: Ray said that the RSU Withdrawal Committee has requested an extension --- Ray said that we do not have an official School of Record at this time. Since Wiscasset is withdrawing we can ask them. Hall Dale High School is also very interested ... much discussion.

Chairman Ray Bates adjourned the meeting at 9:16 p.m.

These minutes were approved by the Board of Selectmen on **December 17, 2013** as written.

The next Regular Board of Selectmen's Meeting will be on December 17, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen