



MINUTES OF BOARD OF SELECTMEN'S MEETING
JULY 29, 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: Richard Gray, Jr., Ray Bates, Dan Gordon, Ronnie Brann and Jonathan Adams (arrived at 6:18 p.m.)

Public Attending: Tom Reed.

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:

Rick Gray, Jr. made a motion to approve the Minutes dated 7-15-14 with the correction of removing an extra "out" under Transfer Station section b seconded by Dan Gordon and approved 4-0-0.

Opening of Transfer Station Bids:

Company/Bidder	Amount of Bid	Motion	Second	Approval
Glidden Construction	\$52,950.00	Rick Gray, Jr.	Ronnie Brann	4-0-0
Lajoie Brothers**	\$82,300.00			

** Lajoie Brothers also extended the completion date to October 17, 2014.

Public Comment: None.

Public Works:

- Keith said that they put in a culvert on the Wingood Road yesterday and extended a culvert by the JNM driveway. They tried to fix a water problem near Marvin Clark's but the culvert was completely under water from a nearby field draining into it. Keith is hoping that by waiting for it to dry out they might be able to work on it.
- Keith reported that there is one more pipe to change tomorrow on the Route 17 side of Melaney Road. He said that they replaced 2 today and did ditching so the Melaney Road should be done tomorrow.
- Keith said that they fixed a culvert on Jones Road at the same time as doing the Barton Road cross culvert.
- They will be patching the Legion Park Road culvert tomorrow.
- Keith has been working with Pike in hopes to get them finished so Lane can do their paving.
- Keith said that he will rake over the buried pipeline from the generator installation.

Transfer Station:

- Tim said that there is not much to report at the Transfer Station. He said that the new worker is doing well.

Consideration of Payment Warrants # 5 and # 6:

Jonathan Adams made a motion to approve warrants # 5 and # 6 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Backyard Builders Transfer Station Building for Large Scale:** The Building is ready and Paul Davis said that he can hold it there until we are ready for it.
- b) **Cemetery Lot Conveyance:** **Ronnie Brann made a motion to approve a Cemetery Lot Conveyance to Betty Burgess at Oak Hill Cemetery seconded by Rick Gray, Jr. and approved 5-0-0.**
- c) **Salt Bids:** Theresa would like to know if the BOS wants to advertise or send out to the ones who have put in bids in the past with the bids being due back by August 12, 2014. The BOS said to send them out to previous bidders with the due back date being August 12, 2014 by 5:00 p.m.
- d) **Front Office Renovations:** Do we send out to bid or not? There was much discussion regarding this. Some of the BOS feel that it is specialty work that needs to be done by someone who does this type of work and has good reviews and others think that it should just go out to bid. Rick Gray, Jr. said to send out letter or call the contractors we have used before to see if they have any interest in doing this type of job. The BOS agreed.
- e) **Moving of Generator Money:** Vote to move money for generator in the amount of \$7,249.00 over to this year? **Ronnie Brann made a motion to move money for the generator in the amount of \$7,249.00 over to this year seconded by Jonathan Adams and approved 5-0-0.**
- f) **Scott Tilton, Chelsea:** Theresa said that Chelsea is wondering if local towns of the same size would be interested in going in together for different types of service. The BOS said that we are not interested at this time.
- g) **KVCOG Town Representatives:** VCOG is looking for 1 elected official and 1 representative from each town. **Rick Gray, Jr made a motion to appoint Ray Bates as the elected official and Theresa Haskell as the representative for the Town of Windsor seconded by Jonathan Adams and approved 4-0-1 with Ray Bates abstaining as he was being voted on.**
- h) **Deputy Clerk/Assistant Clerk:** Theresa said that Angela had been to a class where they recommended that the Town Manager not also be a Deputy Clerk. Also that there should be 1 deputy clerk and all others to be assistant clerks. There was much discussion on this. Rick Gray, Jr said that he thinks everything is fine the way it is and Ronnie Brann agreed. The BOS had Angela come out and they went over their discussion with her and the decision to have everything stay the same.
- i) **Tax Collector/Treasurer:** Theresa spoke with MMA to see what they say about the Tax Collector and the Treasurer being the same person. They said that 1 person can hold both positions. The BOS said to leave these as is with Theresa Haskell holding both positions.
- j) **BMV Registration Agent:** Theresa told the BOS that Angela is still on probation with BMV as the Registration Agent.
- k) **Auburn Asphalt Plant Air Emissions License:** Theresa told the BOS that she had received the Air Emissions License for the Auburn Asphalt Plant and the BOS reviewed it with no comment.
- l) **ASCAP License:** Theresa had to email MMA Legal regarding the ASCAP License. ASCAP is saying that the Town of Windsor has to pay for a license to cover any and all public music events within the town limits such as the Windsor Fair music. She told ASCAP that the Windsor Fair is not part of Windsor but indeed has its own entity. They said that it does not matter – we must pay for anything in the Town of Windsor. The BOS said “DO NOT PAY”.

Selectmen's Items:

- a) Ray Bates said that Greer, the Somerville BOS Chairperson is seeking help with paving bids. Theresa said that she will contact her. He said that they are also interested in using our Transfer Station when we are ready.

Commitment of Taxes:

Jonathan Adams made a motion to suspend as BOS and to convene as BOA (Board of Assessors) at 7:39 p.m. seconded by Dan Gordon and approved 5-0-0. Tax Assessors' Agent, Vern Ziegler gave the BOA the

Municipal Tax Rate Calculation Form to review. The mil rate for 2014-2015 (Fiscal Year 2015) could be 13.0 if approved by the BOA which would be a .2 drop from last year's 13.2 mil rate. This would give the Town of Windsor an overlay amount of \$93,908.10. Vern said if they agree to this he would go back to his office to create the Assessors' Certification of Assessment and they did agree so **Jonathan Adams made a motion to suspend as BOA and to re-convene as the BOS at 7:57 p.m. seconded by Dan Gordon and approved 5-0-0.**

Jonathan Adams made a motion at 8:38 p.m. to suspend as BOS and to reconvene as BOA seconded by Dan Gordon and approved 5-0-0. Jonathan Adams made a motion to approve the mil rate to be 13.0 and to sign the Assessors' Certification of Assessment, the 2014-2015 Municipal Tax Assessment Warrant, the Certificate of Commitment and the Certificate of Assessment to be returned to the Municipal Treasurer seconded by Rick Gray, Jr. and approved 5-0-0.

Jonathan Adams made a motion at 8:45 p.m. to adjourn as BOA and to convene as BOS seconded by Dan Gordon and approved 5-0-0.

Chairman Ray Bates declared the meeting adjourned at 8:46 p.m.

These minutes were approved as written by the Board of Selectmen on [August 12, 2014](#).

The next Regular Board of Selectmen's Meeting on Tuesday, August 12, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen