



MINUTES OF BOARD OF SELECTMEN'S MEETING
SEPTEMBER 9, 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, Ronnie Brann, Richard Gray, Jr., Dan Gordon and Jonathan Adams.

Members absent:

Public Attending: Tom Reed, Carol Chavarie, Clint Cunningham, Sheldon Rowe, Steve McGee and Dick Avery.

Employees Attending: Theresa Haskell (*Town Manager*) arrived at 6:15 p.m., 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 6:09 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 8-26-14 as written seconded by Ronnie Brann and approved 4-0-1. Rick Gray, Jr. abstained due to absence from that meeting.

Public Comment:

- a) Clint Cunningham said that he would like to thank the town for doing such a good job on the Legion Park Road. He would like to see a load limit of 26,000 pounds put on the road to minimize heavy traffic damage. Keith said that there are other towns that have those limits. Ronnie said that he wonders where the limits would end. He believes that most of road damage is done in the spring and not year round. Theresa said that there is an ordinance saying that we have the right to restrict load levels either permanently or seasonally. The biggest question is how do you police it? Much discussion. Ray said that this is something that cannot be taken care of quickly. Ronnie would like to make a recommendation that the BOS go home and look into things and think on it. Theresa needs to call surrounding towns also to see if they want to have limits on their side of the roads that we share.
- b) Sheldon Rowe said that he has a problem with water now that the Town has done the ditching on the Legion Park Road. He has lived there for 50 years and never had a problem. He said that they went through his rock wall and damaged his trees and that he has a lot of water on his land now when it rains. He would like to see a deeper ditch done. Much discussion. Ronnie asked Sheldon if he was good with Theresa, Keith and Clint go take a look at it with him when it rains and he was agreeable to that.

Plowing Contract: Steve McGee said that he would do another year of plowing for the same contract price as the last two years. **Rick Gray, Jr. made a motion to use Steve McGee again this year at the same contracted price as last year seconded by Ronnie Brann and approved 5-0-0.** Steve said that he appreciates the Town of Windsor and the work that they give him. The contract was signed by the BOS, Town Manager and Steve McGee.

Public Works:

- a) Erskine Road is done except for the shoulders. Ronnie Brann wanted it on record that the work being done on his driveway entrance is something the he has hired someone to do and not being done at the town's expense.
- b) The Weeks Mill Road is done being surfaced.
- c) The Legion Park Road is all done including shoulders and driveways.
- d) Keith has started the shoulders on Barton Road and he is hoping to be done by the end of the week.
- e) Truck #4 is having a windshield replaced and will be having brakes done on it and anything else that needs to be done to get it in good shape.
- f) Keith is wondering if it is possible to get more money for Route 32 (Ridge Road) from the Department of Transportation. He is also wondering how much Whitefield would charge us to have Spicer do Vigue Road, Doyle Road, Melaney Road and Hunts Meadow Road since both towns always meet each other on those roads when they are plowing. Keith said that he will talk with them.

Transfer Station:

- a) August Monthly Report: Theresa showed the BOS that there was an increase in August but we are still down by \$790.75 total from last year.
- b) Concrete: Theresa said that Avery Glidden said he would get the concrete done by the end of this week or beginning of next week.
- c) Tim said that he has been busy doing the pre-winter cleanup.
- d) Tim asked about Ben as he has not been there for 2 weeks.
- e) Tim has been trying to get the wood pile burned but has not had any success with getting it done.

Consideration of Payment Warrants # 11 and # 12:

Ronnie Brann made a motion to approve warrants # 11 and # 12 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ***Bureau of Motor Vehicle Wants Checks on a Weekly Basis:*** Our auditor prefers that we not issue manual checks like we have always done in the past but the State says we need to. Theresa said that there is a state law that allows weekly manual checks to be issued by the towns that use electronic registering. **Ray Bates made a motion to approve weekly checks to the Bureau of Motor Vehicle seconded by Ronnie Brann an approved 3-2-0.**
- b) ***Windsor Cares Facebook Page:*** Whoever is doing this is taking partial information from minutes and other information but this is not being posted by official town employees. BOS Minutes are posted on the Town Website (www.windsor.maine.gov) as well as the Windsor RSU Withdrawal Committee Minutes. Events and meetings are sent to the Kennebec Journal & listed under Government Listings in the Local Section as well as being on the homepage of the Town Website under This Week at the Town Hall and in the calendar at the bottom of the homepage. The Townline also receives and prints our weekly calendar. There are also times when we need to put Legal Notices in the Kennebec Journal which are found in the back of the paper under Legal Notices as well as postings at the Town Hall.
- c) ***ACO Ordinance:*** Last meeting there was discussion regarding a situation that took 11 hours of ACO time for which a bill was sent to the animal owner. The animal owner came to the meeting and said that he should not have to pay for that as no one else had ever been billed for something like this. After much discussion the BOS decided that since we have no ordinance regarding this at present they will forgive it at this time. The BOS said that they would have the Planning Board look into writing an ordinance to have the townspeople approve for ACO hours being spent on repetitive calls. This was discussed again at this

meeting and it was mentioned that the Planning Board should have a set of guidelines from BOS or have a BOS member attend the Planning Board Meeting. After much discussion the decision was made that we will watch for income versus expense on the ACO line and if the expense line for ACO hours exceeds the income line for repeat and/or extended hours for a situation then we will re-visit this discussion.

- d) **MMA Convention:** Front office trainings at the convention are on Wednesday this year from 7:30 – 4:30. Theresa and Debbie are the only ones who have classes on Thursday so the office will not need to be closed.
- e) **MMA Voting Delegates:** Two delegates are needed for voting one official delegate and one alternate delegate. **Ray Bates made a motion to approve Theresa Haskell as the Official Delegate and Angela Hinds as the Alternate Delegate seconded by Ronnie Brann and approved 5-0-0.**
- f) **Choate Road Overlay:** Lane is ready to come in and do the paving however CMP is not done with running the line and there is a portion of the road that needs to be shimmed. Theresa discussed the Town's options and said she will be meeting with L.E. Meyers regarding this and get back to the Town. The BOS decided to hold off on the 1,630' coming in on the Route 32 end and pave the difference.
- g) **Office Renovations:** Three contractors have been asked if they would like to submit bids for the renovations and the only one interested is Dick Avery. Dick does wonderful work and always has a fair price. After much discussion the BOS asked Dick to give them his estimate on what these renovations will be which also include a new ramp into the main office entrance. Theresa would like to see the renovations done during Thanksgiving week since we are closed that Thursday and Friday anyway.
- h) **Overdue Taxes:** Lorraine Plourde, Rita Marie Plourde and James Plourde own property at 25 Hideaway Lane, and they are interested in giving this property to the Town. Attorney, Joan Austin has sent the paperwork to them to sign, but Theresa has to file liens next Friday so in order to take care of this issue the BOS would have to make a motion to not put a 2014 lien on this property. **Jonathan Adams made a motion to not put a 2014 lien on this property seconded by Ronnie Brann and approved 5-0-0.**
- i) **Dept. of Labor Penalties:** Theresa Haskell, Arthur Strout and Kevin Ready met with Steve Greeley at the Department of Labor regarding the \$4,200.00 in penalties to discuss a reduction of the penalties. Steve indicated that he will recommend only a \$250.00 penalty fee because we had all the documents needed to be in compliance.
- j) **Foreclosed Property Transfer Tax Form:** The form needs to be done regarding the property at 122 Erskine Road that Nicole and David White purchased at the Town's Tax Sale. **Rick Gray, Jr. made a motion to have Ray Bates sign the Transfer Tax Form after Theresa makes it out seconded by Dan Gordon and approved 4-0-0.** (Ronnie Brann had to step out of the meeting for a few minutes so he was not there to vote).
- k) **Manual Check:** There needs to be a manual check written to Keel Hood for the June 2014 Audit. There was a misunderstanding on the amount that was due but it is now taken care of. **Rick Gray, Jr. made a motion to approve a manual check for our auditor, Keel Hood which indicated a deduction, in the amount of \$4,100.00 for the June 2014 Audit seconded by Dan Gordon and approved 4-0-0.** (Ronnie Brann had to step out of the meeting for a few minutes so he was not there to vote).
- l) **Approval for Spirit of America:** The BOS is fine with the honorees that they had chosen previously so Theresa will contact the Spirit of America Foundation to let them know who they are.
- m) **Budget Committee Member Ordinance:** There is an ordinance that says no town official or employee can serve on the Budget Committee and Tom Reed is considered an employee. Tom has graciously stepped down from the Budget Committee at this time.
- n) **Two quotes to move heat pipes for renovations to the front office:** CB Haskell gave a quote of \$1,100.00 and M.A. Haskell gave a quote of \$1,500.00. **Ronnie Brann made a motion to accept the quote of \$1,100.00 from CB Haskell to move the heat pipes for the renovations to the front office seconded by Dan Gordon and approved 5-0-0.**

Selectmen's Items:

- a) ***RSU Update:*** Ray said that there will be a Windsor Withdrawal Committee Meeting tomorrow night at 6:30 p.m.

Chairman Ray Bates adjourned the meeting at 9:17 p.m.

These minutes were approved by the Board of Selectmen on **September 23, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, September 23, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen