



BOARD OF SELECTMEN RECORD OF MEETING  
**MARCH 17, 2020**  
WINDSOR TOWN OFFICE

Note: This record of meeting 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 H. Gray, Jr., Ray Bates, William Appel, Jr. and Ronald F. Brann. Andrew Ballantyne was present by speaker phone at 8:01 p.m.

**Members Absent:** None

**Public Attending:** None. Due to the Coronavirus, this meeting was under locked doors (the Governor, Janet Mills' recommendation of "Social Distancing" with no more than 10 people) with a sign indicating anyone who would like to listen to the meeting could call and be part of the meeting.

**Employees Attending:** Theresa Haskell (*Town Manager*).

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

**Previous Meeting Records:** Richard H. Gray, Jr. made a motion to approve the March 3, 2020 minutes as read seconded by William Appel Jr., and approved 4-0-0.

**Public Works – Keith Hall:**

Theresa said they have been doing brush cutting and they have been out plowing today.

**Transfer Station – Timothy Coston:**

William Appel Jr., made a motion to go into executive session pursuant to 1 M.R.S.A. § 405(6)(A) to discuss personnel matters at 6:10 a.m. and to include the Town Manager and Transfer Station Manager, seconded by Richard Gray Jr. and approved 4-0-0. They came out of executive session at 7:53 p.m.

William Appel Jr., made a motion to accept the resignations of Maurice Fish and Austin Roderick, seconded by Ronald Brann and approved 4-0-0. The Board of Selectmen said to put on the electronic sign "Help Wanted at the Transfer Station". Theresa said we will need to be proactive regarding the COVID-19 virus and its potential impact in our community and this will be monitored daily.

**Animal Control Officer – Kim Bolduc-Bartlett:** None

**Cemetery Sexton – Joyce Perry:**

William Appel Jr., made a motion to approve Joyce's recommendation to subdivide a family lot of RHK-5 for Robert Cunningham to allow for Mr. Cunningham and his wife later after, seconded by Richard Gray Jr., and approved 4-0-0.

**Public Comment:** This is where Howie Tuttle (Superintendent for RSU #12) would be giving his presentation but because of the COVID-19 virus he is not in attendance. This presentation will have to be done later.

**Consideration of Warrants # 38 and # 39:**

Ronald Brann made a motion to approve Warrants # 38 and # 39 seconded by Richard H. Gray, Jr. and approved 4-0-1. Richard Gray Jr., abstained because the Windsor Boy Scouts will be receiving a check and he is a Boy Scout Leader.

**Town Manager's Items:**

- a) Theresa said on Sunday Governor Mills signed a civil emergency proclamation in response to the growing spread of COVID-19 in Maine. To further protect public health, until further notice the Governor recommends:
  - 1. Ending classroom instruction in all public schools;
  - 2. Postponing all non-urgent medical procedures, elective surgeries and appointments at hospitals;
  - 3. Restricting visitor and all non-essential health care access at long-term care facilities; and
  - 4. Postponing all events with 50 or more people and all gatherings of more than 10 attended by individuals who are at higher risk for severe illness.

Theresa said she has been sending some emails to the Board of Selectmen and have locked the doors as of 11:00 a.m. today and we are using the window for transactions. Theresa recommends we get a plexiglass installed at the window which would allow only a 4" open area to help with the risks of the COVID-19 virus. She will have Keith and Tim install this tomorrow. This is something that will continue, and we will be looking to the Board of Selectmen for further guidance as needed. Theresa said this will change the way things are being done.

- a) As of today, the Bureau of Motor Vehicle has closed. This means we do not have them as a back-up and that some people will not be able to register vehicles.
- b) Arthur Strout said the Fire Department will be cancelling their annual Public Supper.
- c) Theresa said she will be increasing the front clerk's cash drawers an additional \$50.00 each to allow for more ten's and fives to help with being able to make change for a \$50 or \$100 bill at the beginning of the day.  
**Ronald F. Brann made a motion to approve increasing the four (4) clerk's cash drawer's an additional \$50.00 each, seconded by William Appel, Jr. and approved 4-0-0.**
- d) Theresa suggested we put on the electronic sign to "Please check your elderly neighbors" and also "Office is open but call ahead at 445-2998".
- e) Theresa said she will investigate how to do a conference call (Skype) and see who is receptive to it. Maybe a cell phone could call in and put a passcode in to be able to hear the meeting.
- f) Theresa said she will be looking to MMA for guidance also. She will need to find out what will happen if we can't have a Budget Committee Meeting to finish the budget or if we can still have Board of Selectmen's meetings to be able to sign Warrants. This will all be looked into.

**Selectmen's Items:** None

**Ray Bates adjourned the Board of Selectmen Meeting at 8:57 p.m.**

These minutes were approved by the Board of Selectmen on \_\_\_\_\_

**The next Regular Board of Selectmen's Meeting on Tuesday, March 31, 2020 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager