



BOARD OF SELECTMEN RECORD OF MEETING  
**MARCH 31, 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., Andrew Ballantyne and Ronald F. Brann. This meeting was held upstairs with each member at their own table being more than 6' apart from each other and using hand sanitizer before and after the meeting.

**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*) and Timothy Coston (*Transfer Station Manager*).

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

**Previous Meeting Records:** None available.

**Public Works – Keith Hall:**

Theresa said they have been still working and keeping "Social Distancing" as much as possible and have been using two vehicles.

**Transfer Station – Timothy Coston:**

- a) Tim Coston asked what is the plan? Currently we have the Recycling area closed and he has been contacted by Lincoln County Recycling that they are still up and running. Tim said he talked with "Tim" from Lincoln County Recycling and they are recommending we open the recycling and they would be responsible for anything mixed together that is done by the public. We don't have to sort it. Tim asked if we need one or two people during the hours open. We currently are asking people to stay in their vehicle, but Tim is concerned about getting trash out of a vehicle that may be contaminated or could have the virus. There was much discussion. The Board of Selectmen decided to have recycling on Wednesday's and Friday's only with two employees. On Saturday's we will have one employee with the recycling area closed. The upper drive on scale will remain closed. They also recommended we have signs made up asking the resident to place their own trash on the scale to be weighed and then throw in in the hopper.
- b) Theresa handed out the Monthly Transfer Station report for March which was up \$1,482.10 from last year which brings our total for the year up \$1,910.44. Theresa said she believes this is up because of the COVID-19 and the "Stay at Home" order by the Governor, people are cleaning out and doing spring cleaning.

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

**Cemetery Sexton – Joyce Perry:** None.

**Public Comment:** None.

**Consideration of Warrants # 40 and # 41:**

**Ronald Brann made a motion to approve Warrants # 40 and # 41 seconded by Richard H. Gray, Jr. and approved 5-0-0.**

### Town Manager's Items:

- a) Theresa said quite a few Town's have closed their Town Offices completely and are having employees work from home. The Town of China and Vassalboro have done this including all Public Works employees but are available for emergencies. In the Town of China, they are having phones transferred to employees and they are being answered and being directed to each department as necessary. They are also only having the Transfer Station open three days a week instead of six and only having two employees at one time. The Town of Vassalboro is doing the same but are checking the messages on the phones periodically. The Town of Chelsea is still having employees go into the office, but the doors are locked.
- b) The Board of Selectmen is recommending we have the office open but under locked doors with Kelly and Kyoko in each day we are open to handle the phone calls and help Theresa during this COVID-19 virus with the paperwork that will be needed for future reimbursements if available.
- c) Bill and Andrew would like to try a "Zoom" meeting Wednesday night at 7:00 p.m. as a test to see how this will work and if it will work for future meetings that may be needed.
- d) Kelly gave Theresa a list of Election Clerks for the Republican and Democratic parties that need to be approved by the Board of Selectmen. **William Appel Jr. made a motion to approve the list of Republican and Democratic Election Clerks as presented, seconded by Ronald F. Brann and approved 4-0-1.** Richard H. Gray Jr. abstained because his wife is on the list.
- e) Theresa received a State of Maine Department of Administrative and Financial Services Bureau of Alcoholic Beverages and Lottery Operations Division of Liquor Licensing and Enforcement application for "The Fusion of Windsor, LLC". **William Appel Jr. made a motion to approve this application for "The Fusion of Windsor, LLC", seconded by Andrew Ballantyne and approved 5-0-0.**
- f) Theresa said we have received information regarding the waiving of registrations a Temporary Registrations letter to All Law Enforcement Personnel from the Bureau of Motor Vehicles as of March 27, 2020. This letter is due to the outbreak of COVID-19 and is deemed extended until 30 days following the termination of the state of emergency.
- g) Theresa also said we will need to approve the Revenue's for next year. Because of the COVID-19 virus they may change what was originally planned. The State Revenue Sharing had sent out the first round of Revenue Sharing which was very high. After what has been going on, Theresa said she would not recommend that amount and would probably recommend a decrease in what was approved this year for next years amount. This will be discussed at the next meeting.
- h) Theresa said the amount of 2020 taxes that are still owed to date is 22 accounts less than last year at this time and \$41,873.40 less. Last year we were at 361 accounts, \$249,925.92 and now we are at 339, \$207,752.52.
- i) Theresa said we have been tracking the phone calls on a daily basis since Monday, March 23. (Monday - 3/23/2020 – 29 calls, Tuesday – 3/24/2020 – 18 calls, Thursday, 3/26/2020 – 36 calls, Friday – 3/27/2020 – 61 calls, Monday – 3/30/2020 – 39 calls and as of today before the meeting, Tuesday – 3/31/2020 – 19 calls.
- j) Theresa said we received a letter from the Department of Transportation for the subject project for construction on the Subject: Crack Sea, Project No.: 18995.23, Location: Windsor and Roadway: Route 32. The Board of Selectmen would like for Theresa to ask DOT when the date is, time frame, impact and which Town Roads they will need to use before signing this Construction Over Limit form.

### Selectmen's Items:

Bill Appel Jr. said he is concerned about what the Department of Education is doing and the Superintendent for our schools. His kids have been out of school now for a couple of weeks. Some of his questions are;

1. Are we authorized to ask to get a discount back?

2. The packets being handed out are not being graded or turned back in and he feels the kids are not being taught. It would be helpful if the answers to the prior week's packet were given to the parents for review. This would allow the parents to see where their kids need help.
3. Bill is concerned that not every kid is getting a packet. Where do these kids fall academically?
4. What is happening and what will be happening for the future?
5. He feels that the Town is not getting the fulfillment of the unwritten agreement we have with the RSU #12.
6. How can a student learn without feedback from the teacher?
7. Are parents now considered (home schooling) from here on out?
8. The Teachers need to make 100% contact to each and every student.
9. The delivery of food to the students that have signed up are getting them. Now that the emergency has extended to April 30<sup>th</sup>, 2020 with the school extended to April 27<sup>th</sup>, 2020 before returning, what can the families that didn't sign up prior do now to get on the food delivery list? Should a follow-up message be sent out?
10. There are probably a lot more questions that need to be answered over time and we hope to get some answers soon. Theresa said she will send an email over to the Superintendent to see what the protocol is and how he plans on proceeding.

**Ray Bates adjourned the Board of Selectmen Meeting at 9:10 p.m.**

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

**The next Regular Board of Selectmen's Meeting on Tuesday, April 14, 2020 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager