



BOARD OF SELECTMEN RECORD OF MEETING
December 12, 2017
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, Ronald Brann, Dan Gordon and Chris Haiss.

Members absent: None.

Public Attending: David Soucy, John True, and Doug Libby.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Manager*), and Angela Hinds (*Town Clerk*).

Richard Gray Jr. called the meeting to order at 6:00 p.m.

Previous Meeting Minutes: Ray Bates made a motion to approve the minutes dated November 28, 2017, seconded by Chris Haiss and approved 4-0-1. Dan Gordon abstained due to not being at the meeting.

Public Works:

- a) Tim said that Plowing has been going good. Theresa said that there was a suggestion from the Public Works employees of getting a snow blower for the Town Hall, and asked the Board what their thoughts were. The Board agreed that the Town Hall does not need one at the Town Office.
- b) Theresa said that she spoke with Hagar Enterprises, about the 20% RAP that was put in the mix from paving. He gave the Town \$4,649.68 credit, and they will monitor the roads for one year. There was much discussion. The Board would like to have Theresa ask to renegotiate for a 3 year guarantee. She will look into it.

Transfer Station:

- a) Theresa gave the Board transfer station figures, overall we are up \$3,370.70 from this time last year.
- b) Ray asked about traffic over the big scale, Tim said it is getting used more, especially when residents have heavy bags.
- c) Theresa said that the Transfer Station Operation Manual was last updated in 1992. Theresa and Tim got together and made suggestions on changes, and Theresa made copies for the Board to look over and come back with suggestions, and input at the next Board of Selectmen's meeting.

Animal Control Officer: None.

Cemetery Sexton: None.

Public Comment: David Soucy from Julian Lane discussed the possibility of having Julian Lane become a town owned road. Theresa gave him a copy of the Town's Streets and Ways Ordinance. There was much discussion. The Board agreed that they are not interested in adding any new roads to the Town, but if and when they brought the road up to Town code, they would be willing to discuss things at that point.

Consideration of Warrants # 25, # 26: Ray Bates made a motion to approve Warrants # 25 and # 26 seconded by Dan Gordon and approved 5-0-0.

Town Manager's Items:

- a) Theresa said that the Planning Board had a meeting, and she has been asking for them to clean up the upstairs room, and organize the maps for months. She suggested having Town Office employees work as a secretary for the Planning Board, and close off the upstairs to rent for a month to try and organize the maps, and possibly get them all scanned electronically. Theresa said that she did have a volunteer offer to remove the hard drives from the old computers upstairs, if we would give him the computers in return. The Board agreed to allow this to happen.
- b) Theresa gave a follow-up from a previous meeting regarding the fire hydrant on Route 17. Andy Goode from Atlantic Salmon said there is no plan for plowing, and the Board agreed that Windsor will not be plowing to access the fire hydrant.
- c) Theresa said that the Fire Department has requested to make some changes to the MMA Auto Policy as requested at a recent inspection. They are looking to change the cash value to agreed value. There was much discussion. The Board agreed that they are not looking to make any changes, but they welcome the Fire Department to come to the next Board meeting to discuss this further.
- d) Theresa said we need to update the Employee Manual regarding the classifications of a Regular Full-Time Employment and add in what a Regular Part-Time Employment on a continued basis description is. We will then need to add in under the Health, Dental, and Retirement Plan what benefits will be given to newly established Regular Part-Time Employment on a continued employee basis would receive. This is a position that was approved in the budget last June and will update the Employee Manual. All employees will be given a new Employee Manual and will need to sign saying that they have received a copy for their record. **Chris Haiss made a motion to approve the changes to the Employee Manual dated Revised as of December 12, 2017 as discussed, seconded by Ray Bates and approved 5-0-0.**

Selectmen's Items: None.

Rick Gray, Jr. declared this meeting adjourned at 8:13 p.m.

These minutes were approved by the Board of Selectmen on December 26, 2017.

The next Regular Board of Selectmen's Meeting will be on Tuesday, December 26, 2017 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Angela Hinds
Town Clerk