



MINUTES OF BOARD OF SELECTMEN'S MEETING
MARCH 24, 2015
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, Richard Gray, Jr., Dan Gordon, Ronnie Brann and Jonathan Adams arrived at 6:09 p.m.

Members Absent: None.

Public Attending:

Tom Reed, Jerry Nault, Heather King, Thomas Birmingham, RSU # 12 Superintendent - Howard Tuttle, Belinda Waterhouse, Hilary Holm, Windsor School Principal – Dr. Maggie Allen, Christa Johnson, Trevor Strout, Kevin Ready, Dennis Strout, Deborah Tanner, Arthur Strout and Carol Chavarie.

Employees Attending:

Theresa L. Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*), Vern Ziegler (*Tax Assessors' Agent*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:01 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 3-10-15 as written seconded by Dan Gordon and approved 3-0-1 with Ronnie Brann abstaining due to his absence from that meeting.

Public Comment:

- a) **RSU # 12 Superintendent, Howard Tuttle – Preliminary 2015-2016 RSU # 12 Budget Presentation:**
Mr. Tuttle passed out the materials which he was presenting. Ronnie Brann asked how our students compared in testing to other New England States and Mr. Tuttle said we place in the top five (5). There were several other questions and much discussion.

Public Works:

- a) None.

Transfer Station:

- a) Tim would like to attend the Transfer Station Classes being held in Northport on April 27 & 28th **Ronnie Brann made a motion to approve Tim Coston to attend the classes and to include 2 days of meals and lodging if needed seconded by Jonathan Adams and approved 5-0-0.**
- b) The Kennebec Valley Council of Government and the City of Augusta will be holding a Household Hazardous Waste Disposal Event and would like to know if we would like to join them. The BOS said no.
- c) The next Transfer Station Meeting will be on April 13, 2015 at 6:30 p.m. at the Town Hall.

Animal Control Officer Items:

- a) Theresa said that we have to advertise for a new Animal Control Officer. The BOS said to run the ad for ACO and also advertise in the same ad for a new Cemetery Sexton for one weekend - a Fri, Sat & Sun. and see what results we will get from that.

Consideration of Payment Warrants #40 and #41:

Ronnie Brann made a motion to approve Warrants #40 and #41 seconded by Dan Gordon and approved 5-0-0.

Town Manager Items:

- a) **Cemetery Lot Conveyance:** Ray Bates made a motion to approve and sign the cemetery lot conveyance for Pauline Haskell seconded by Rick Gray, Jr. and approved 5-0-0. Each selectman signed the conveyance of his own free will.
- b) **RSU – Regional Budget Meeting on Tuesday, May 19, 2015 at 6:30 p.m. at Chelsea Elementary School:** The BOS have a meeting the same night so they have decided to move their meeting to Monday, May 18, 2015 6:00 pm. Debbie will put the changes on the website calendar and make signs for this also.
- c) **Budget Committee Ordinance:** Jonathan Adams made a motion to approve the new wording of the Budget Committee Ordinance, Section 2 letter D that was proposed by the Budget Committee seconded by Dan Gordon and approved 5-0-0.
- d) **Fire Truck:** The representatives from the Windsor Volunteer Fire Department came to the meeting to answer any questions that the BOS might have concerning their desire to purchase a new fire truck. Ronnie said that he feels that the townspeople should have their opinion on this. Ronnie said that the way to do this is for the BOS not to have any recommendation on this because the townspeople should not be influenced either way. Rick Gray, Jr. said that he feels that the BOS should make a recommendation on this. Deborah Tanner is a town resident and said that she has not heard about why the WVFD needs a new truck. Ronnie said that there will be a Public Hearing regarding this which will explain everything. The Fire Department will also have a flyer available. Dan also feels that the BOS should make a recommendation. **Ronnie Brann made a motion to approve the wording of Article 3 on the Annual Town Meeting Warrant with the financial statement as presented seconded by Jonathan Adams and approved 5-0-0.**
- e) **BOS Recommendation of approving the passage of Article 3:** “To see if the Town will (1) approve the purchase of a new six (6) man cab fire truck (the “project”); (2) appropriate a sum not to exceed **\$410,000.00** for the Project; and (3) to fund such appropriation, expend **\$50,000.00** from the Fire Safety Capital Reserve Fund, (4) use up to **\$10,000.00** from the Windsor Volunteer Fire Department fund raising account and authorize the Treasurer and the Chairman of the Board of Selectmen to issue, at one time or from time to time, general obligation securities of the Town of Windsor, Maine, including temporary note in anticipation of the sale thereof and refunding obligations, in an aggregate principal amount not to exceed **\$350,000.00** and to delegate the Treasurer and Chairman of the Board of Selectmen the authority and discretion to fix the date(s), maturity(ties), denomination(s), interest rate(s) and other details of said securities, including execution and delivery of said securities against payment therefore and to provide the sale thereof”. **Rick Gray, Jr. made a motion for the BOS to recommend the passage of Article 3 in the an amount not to exceed \$410,000.00 seconded by Dan Gordon with the recommendation of 0-4-1** with Ronnie Brann abstaining due to the personal feelings stated earlier. There was much discussion.
- f) **Article 5. Establishment of Tax Club:** (Correction of B.) The town agrees not to charge interest on timely payments made pursuant to the tax club agreement (“which is the same as in Article 4 C). **Ray Bates made a motion to approve Article 5. Establishment of Tax Club with the correction seconded by Ronnie Brann and approved 5-0-0.**
- g) **Article 13. Use of Snowmobile Registration Tax Refund:** (This needed to be voted on again due to the fact that there was an error previously listing the year as FY2015). Shall the Town of Windsor vote to earmark the Snowmobile Registration Tax Refund from the Department of Inland Fisheries and Wildlife to be used as a Snowmobile Recreation Fund in FY2016? Seventy-five percent (75%) will be used for Snowmobiles and twenty-five percent (25%) will be used for other Recreation Expenditures from these

funds to be administered by the Board of Selectmen. **Rick Gray, Jr. made a motion to approve Article 13 seconded by Ray Bates and approved 5-0-0.**

- h) Article 15 Non-Property Tax Revenue:** After much discussion **Jonathan Adams made a motion to approve Article 15 in the amount of \$648,536.00 seconded by Ronnie Brann and approved 5-0-0.**
- i) Article 23. Public Safety:** This article includes firefighters' stipends which need to have an increase of \$1,380.00 to cover the FICA taxes that the State is now mandating. **Ray Bates made a motion to approve Article 23 in the amount of \$97,199.00 seconded by Jonathan Adams and approved 5-0-0.**
- j) Article 27. Capital Expenditures & Long Term Debt Service:** **Jonathan Adams made a motion to increase the amount of \$120,600.00 to \$125,800.00 seconded by Dan Gordon and approved 5-0-0.**
- k) Article 28. Reserve Funds:** **Ray Bates made a motion to approve Article 28 in the amount of \$91,000.00 seconded by Dan Gordon and approved 5-0-0.**
- l) Article 32.** To see if the town will (1) approve the purchase of a new Public Works truck (the "Project"); (2) appropriate a sum not to exceed \$175,000.00 for the Project and (3) to fund such appropriation, authorize the Treasurer and the Chairman of the Board of Selectmen to issue, at one time or from time to time, general obligation securities or of the Town of Windsor, Maine including temporary notes in anticipation of the sale thereof and refunding obligations, in an aggregate principal amount not to exceed \$175,000.00 and to delegate to the treasurer and the Chairman of the Board of Selectmen the authority and discretion to fix the date(s), maturity(ties), denomination(s), interest rate(s), places of payment, call(s) for redemption, current or advance refunding(s) of the securities, form(s) and other details of said securities including execution and delivery of said securities against payment thereof and to provide the sale thereof. **Jonathan Adams made a motion to approve Article 32 in the amount of \$175,000.00 seconded by Ronnie Brann and approved 5-0-0.**
- m) Article 33.** To see if the Town will (1) approve the purchase of a new Public Works Truck (the "Project"); (2) appropriate a sum not to exceed \$107,000.00 for the Project; and (3) to fund such appropriation and to expend up to the full cost of the Project from the Public Works Truck Reserve Account. **Ronnie Brann made a motion to approve Article 33 in the amount of \$107,000.00 seconded by Dan Gordon and approved 5-0-0.**
- n) Article 34.** To see if the Town will vote to (1) approve a purchase of a First Responder Vehicle (the "Project"); (2) appropriate a sum not to exceed \$91,343.00 for the Project; (3) to fund such appropriation and to expend \$75,000.00 from the Unassigned General Fund/Fund Equity Balance plus \$16,343.00 from the Rescue Capital Reserve Account. **Jonathan Adams made a motion to approve Article 34 in the amount of \$91,343.00 seconded by Ronnie Brann and approved 4-1-0.**
- o) Article 35. Overriding LD1 Property Tax Limit:** **Dan Gordon made a motion to approve Article 35 seconded by Ronnie Brann and approved 5-0-0.**
- p) Article 36.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for winter maintenance as deemed necessary by the Road Commissioner. **Ray Bates made a motion to approve Article 36 seconded by Ronnie Brann and approved 5-0-0.**
- q) Article 37.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for Roadside Mowing as deemed necessary by the Road Commissioner. **Ray Bates made a motion to approve Article 37 seconded by Dan Gordon and approved 5-0-0.**
- r) Article 38.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an

agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for Cemetery Maintenance. **Dan Gordon made a motion to approve Article 38 seconded by Ray Bates and approved 5-0-0.**

- s) **Article 39.** Shall an Ordinance entitled "Budget Committee" as revised and dated June 10, 2015, be enacted? **Ray Bates made a motion to approve Article 39 seconded by Dan Gordon and approved 5-0-0.**
- t) **Public Hearing Date:** *May 26th at Windsor School with a back-up date of May 27th. The Budget Committee Ordinance portion will be at 6:00 p.m. and Fire Department portion will be 6:30 p.m.*
- u) Outside Light from CMP: Theresa spoke with CMP regarding a street light to be put on the pole in front of the Town Hall. We would need to sign a 5-year monthly lease at a cost of \$10.00 per month plus \$28.00 for usage yearly. The BOS said that this would save us a lot of money compared to the cost of installing more lighting and the upkeep of the lighting. **Ray Bates made a motion to give Theresa permission to sign the contract lease seconded by Ronnie Brann and approved 5-0-0.**
- v) Angela has received her certification for Clerk and there will be an event on September 10, 2015 recognizing all clerks achieving this status.
- w) Angela received a notification from IFW stating that the Town of Windsor is fully balanced with them.
- x) Theresa asked if the Town Seal should be available for the food bank to use for letters and requests. The BOS said no but that if they have letters that need to be done they can come into the office and one of the girls can type them onto our letterhead which includes the seal.
- y) Theresa received a letter of resignation from Tom Reed as Cemetery Sexton effective immediately. Tom said he is still willing to help when needed. **Ronnie Brann made a motion to accept Tom's resignation with regrets seconded by Dan Gordon and approved 5-0-0.** Debbie will put an ad for Cemetery Sexton in paper and on the MMA website.

Selectmen's Items:

- a) Closing the Reed Road during mud season at the discretion of the Road Commissioner **Rick # 1 Dan # 2 and approved 5-0-0.** We will look into signs reading "Closed - local traffic only". Debbie will put the closing on the website as soon as the road is officially closed.
- b) Rick said the gas company got back to him regarding training for a gas leak. They have classes on the 2nd & 3rd Thursday night of each month for training for fire departments and town officials at 7:00 p.m. Theresa will contact them to arrange Windsor's training.

Chairman Ray Bates adjourned the meeting at 9:56 p.m.

These minutes were approved as written by the Board of Selectmen on April 21, 2015.

There will be a Budget Committee Meeting on Tuesday, March 31, 2015 at 6:00 p.m. at the Town Hall.

The next Regular Board of Selectmen Meeting on Tuesday, April 7, 2015 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen