



BOARD OF SELECTMEN RECORD OF MEETING
APRIL 28, 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. During COVID-19 (Coronavirus) “An Order to Protect Public Health” Gatherings of more than 10 people are prohibited throughout the State. Under the emergency legislation (LD2167) enacted March 17th, a board may meet “remotely”, by telephonic, video, electronic or similar means, provided (1) each board member can at least hear and speak to each other, (2) members of the public can at least hear the proceedings, and (3) all voters are taken by roll call vote. (See Town of Windsor’s website on “How to attend a Public Meeting”).

Members Present: Richard H. Gray, Jr., Ray Bates, William Appel, Jr., Andrew Ballantyne and Ronald F. Brann.

Public Attending: Tom Reed and J. L. Phelan (KJ Photographer). David Coons and Joyce Perry attended by phone.

Employees Attending: Theresa L. Haskell (*Town Manager*). Kyoko Roderick attended the meeting at 7:30 p.m.

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

Previous Meeting Minutes: None available.

Public Works – Keith Hall: Keith said he is still working on storm clean up and needs to get the chipper for two to three days. He has been working on shoulders and will still need to do more. (Erskine Road, Maxcy’s Mill Road and Greeley Road.) They have graded the dirt part on the Reed Road and fixed part of a ditch area. The pond on the Hunts Meadow Road has gone down 5’ and they have found the pipe and there is still more work that needs to be done. Ray Bates said he went on the Reed Road and it looks good but may need some rip rap in areas. It was asked if all trucks were back from the garage and running fine. David Coons said “yes” they were all back. It was also discussed that we may need shoulder work done on the Weeks Mills Road.

Transfer Station – Timothy Coston: David said the metal can was sent in. I asked the Board if anyone was willing to help on Saturdays over the next couple of weeks and Rick said he will help this Saturday and Bill said he will help next Saturday. Theresa still has concerns on how we would hire anyone at this time especially during trainings because of the 6’ social distancing order by the governor. Each person would have to wear some type of face covering during this time of training. Also we will need to do interviews and Theresa will talk with Tim on how we can do them.

Animal Control Officer – Kim Bolduc-Bartlett: Nothing new.

Cemetery Sexton – Joyce Perry:

- a.) Joyce is asking when we should be opening the cemeteries. It has been a very wet spring and the roads are very soft. She is recommending we open them on May 15, 2020. Plummer’s Funeral Home is not in

favor of this because they have burials that need to be done. Joyce also has concerns on how we monitor and implement the Governor's order of no more than 10 people because of social distancing. The Board of Selectmen feel that the Funeral Home's should be the one to monitor and implement this and not us. B.) **Ronald F. Brann made a motion to tentatively open the cemeteries on May 15, 2020 seconded by William Appel and approved 5-0-0.** The board will revisit this on the May 12, 2020 meeting.

- b.) Joyce said we have 18 deaths since January and we have two out-of-state, one at the Maine Veterans, one at Dyer Hill Cemetery and six at Resthaven Cemetery for burials. We will be dealing with five different Funeral Homes.
- c.) Joyce asked to see if Rick was going to have the Boy Scouts put out the flags one to two weeks before Memorial Day and Rick said he will have this done.
- d.) Joyce said the Cemetery Committee will not be meeting on May 18, 2020 as scheduled because of COVID-19 (Social Distancing order still in place by the Governor) and the next regular meeting will be on June 15, 2020.

Public Comment:

- a.) Tom Reed asked if Carol and Ray Chavarie were o.k. He is concerned for them and what will happen to the Rescue Department when they retire. Theresa said she hasn't heard anything and believes they are o.k.

Consideration of Warrants # 44 and # 45: Ronald F. Brann made a motion to approve Warrants # 44 and # 45 seconded by Richard H. Gray Jr. and approved 5-0-0.

Town Manager's Items:

- a) Theresa Haskell said we will need to consider moving the Town's vote and Town Meeting because of the COVID-19 virus and the Governor's order regarding "Social Distancing" and how many people can attend a meeting. Theresa is suggesting we move the voting date be July 14th, 2020 which coincides with the State's voting day and move the Town Meeting to July 15th, 2020. **Andrew Ballantyne made a motion to move the Town's voting date to July 14th, 2020 to coincide with the State's and also move Town Meeting to July 15th, 2020 as recommended by the Town Manager, seconded by Ronald F. Brann and approved 5-0-0.** Theresa said hopefully we will be able to do this and not have to move it again.
- b) Theresa said the regular Planning Board meeting scheduled for May 4, 2020 will still take place because they will need to vote on a Shoreland Zoning application and we will be doing the "Social Distancing" with having less than 10 people at the meeting. Theresa said she has at least five people that would like to be on the phone regarding the application. She has also contacted the Planning Board members and will have a quorum at the meeting.
- c) The next regular Board of Selectmen's meeting is scheduled on May 12, 2020 and Theresa said she is recommending to revisit the 2020/2021 approved budget and discuss possible decreases. During this COVID-19 crisis Theresa said she believes this is something we should do to help in any way we can as a Town. She believes this crisis will last over several years and we need to be diligent and think about what is in the best interest of the Town and our taxpayers. Theresa said this is just the beginning of what could be a huge crisis for the future.
- d) Theresa has scheduled a Budget Committee meeting to be on Tuesday, May 19, 2020 to finish the budget and possibly go back to some areas that may be decreased if approved.
- e) Theresa then indicated if everything goes as planned the Board of Selectmen could sign the Warrant during their regular meeting on May 26, 2020.
- f) Theresa said Kyoko Roderick is here at the meeting to discuss her Paid Time Off. Currently the Employee Manual states that no employee can carry over 40 hours at the end of June into the new fiscal year either by adding it to more Paid Time Off (PTO) or into a Sick Bank but because of the COVID-19 pandemic that

began in mid-March, some employees had to cancel their vacations which would have used their PTO and would have then brought their time down below the 40 hours by the end of June. Kyoko is asking to see if the Board would be willing to allow her to carry over more than the 40 so she will be able to use it in the 2020/2021 year to go and see her family out of state because of the unforeseen circumstances. Theresa also said other employees are in the same situation. **Andrew Ballantyne made a motion to approve all employees to be able to carry over more than 40 hours of PTO for this one year only and to be used within the 2020/2021 fiscal year because of the unforeseen circumstances of COVID-19, seconded by Ronald F. Brann and approved 5-0-0.**

Selectmen's Items: The Board is recommending that Theresa set up an informal meeting for the Health of the Town of Windsor with the Superintendent (Howie Tuttle) either Thursday of this week or next Tuesday and to discuss what is the future plans for RSU #12. Theresa said she will see when he will be able to meet.

Ray Bates adjourned the Board of Selectmen Meeting at 8:52 p.m.

These minutes were approved by the Board of Selectmen on **May 26, 2020.**

The next Regular Board of Selectmen's Meeting is Tuesday, May 12, 2020 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager