



BOARD OF SELECTMEN RECORD OF MEETING  
**MAY 12, 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 17<sup>th</sup>, 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:** None.

**Employees Attending:** Theresa L. Haskell (*Town Manager*). Joyce Perry (*Cemetery Sexton*) attended by phone. Timothy Coston (*Transfer Station Manager*) arrived at 7:02 p.m.

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

Previous Meeting Minutes: **William Appel made a motion to approve the April 14, 2020 minutes as presented, seconded by Ronald F. Brann and approved 5-0-0.**

**Public Works – Keith Hall:** Theresa said Keith has still been working on the sides of the roads doing brush cutting. Rick Gray Jr. asked if we could contact the state regarding the Choate Road bridge. It looks like it is undermining, and this may need attention right now and this would be a formal complaint to the state. Theresa said she will have Keith take care of this.

**Transfer Station – Timothy Coston –**

- a) Theresa and Tim would like to know if the Board of Selectmen would be o.k. with having us do interviews for the Part-Time Transfer Station Attendant(s) with initiating the social distancing guidelines and wearing masks. The Board of Selectmen agreed. Theresa will talk with Tim and the candidates to see when a good time to do an interview. Theresa said if we hire anyone then we will need to initiate the social distancing guidelines and during training when you are unable to keep the 6’ distancing each employee will need to wear a mask and make sure areas are cleaned and disinfected.
- b) Rick Gray Jr. asked since the Windsor Fair is not running this year and the Scouts always had containers to collect empty cans/bottles, would the Board of Selectmen allow them to have the containers at the Transfer Station. Tim said they have had it down there before but when it was full no one would come and pick it up. Rick said he would be the one picking them up. The Board of Selectmen agreed to allow this.
- c) Theresa handed out the monthly report. We are down for the month of April (-\$534.65) but up for the year (\$1,375.79).

**Animal Control Officer – Kim Bolduc-Bartlett:** Received the monthly report with four calls.

### **Cemetery Sexton – Joyce Perry:**

- a.) Joyce said she feels the cemeteries can open on Friday, May 15<sup>th</sup>, 2020 and she would like to take the gates down on Thursday. The Board of Selectmen agreed.
- b.) Joyce said there will be a full burial on May 29<sup>th</sup>, 2020.
- c.) Joyce asked about the road to the south side by the Restaurant. The restaurant people dug part of it out and it was rutting up but is smoothing out again. Joyce asked who owns the road? Is it a right-of-way? Theresa said she will investigate this but thought that Tom Reed had already done the research on this and it may be in a folder in the Cemetery Sexton's office.
- d.) Joyce said she has tagged five to six shrubs that need to be removed and she is asking the Public Works Department to see if they can do it.

**Public Comment:** None.

**Consideration of Warrants # 46 and # 47: Andrew Ballantyne made a motion to approve Warrants # 46 and # 47 seconded by Ronald F. Brann and approved 5-0-0.**

### **Town Manager's Items:**

- a) Theresa Haskell said she is looking to open the walk-up window beginning May 18, 2020 with written guidelines for the safety of the employees and customers. The Board of Selectmen agreed.
- b) Theresa said we will have the three full-time staff members start working beginning May 18, 2020 with written guidelines for the safety of the employees and customers. The Board of Selectmen agreed.
- c) Theresa handed out a Roadside Mowing Agreement between Frederick Drew (Aggressive Cuts, LLC) and the Town of Windsor. **Ronald F. Brann made a motion to approve the Roadside Mowing Agreement between the Town of Windsor and Frederick Drew (Aggressive Cuts, LLC) as presented, seconded by William Appel, and approved 5-0-0.**
- d) Theresa said she and Arthur Strout had received a call from Mike Hudson who is the maintenance person for the Mortgage Holder of Live More LLC. He indicated since he received the letter with pictures regarding the property located on Augusta-Rockland Road he has been dealing with the tenants regarding the junk/trash on the property. Theresa said she also received a call from the current tenants, and they are very unhappy with the Town right now. I asked them if they have contacted the Code Enforcement Officer (Arthur Strout) and was told that they have not.
- e) Theresa said we have fixed the Transfer Station can that McGee Construction's plow truck run into and have also received the payment from them.

### **Selectmen's Items:**

- a) Theresa said the information meeting for the Health of the Town of Windsor with the Superintendent (Howie Tuttle) will be Monday, May 18, 2020 at 6:00 p.m. The principal (Heather Wilson) will also be attending.
- b) Andrew Ballantyne said that his wife Kristen has set up a "Go Fund Me Page" for Bob Brann (Historical Society President). Andrew was asking to see if we could get this out to the public and wanted to know if we could put this on the Town's Website or on the sign out front. The Board members feel if we do this for one person, we will have to do it for others. The Board would like to wish Bob Brann a speedy recovery but unfortunately, we will not be able to put this on the Town's website or the Electronic Sign but recommend everyone share the information.

**Ray Bates adjourned the Board of Selectmen Meeting at 8:12 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 26, 2020 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager