



BOARD OF SELECTMEN RECORD OF MEETING
JULY 21, 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” we are now able to increase the amount of attendance as of June 1, 2020 from 10 to 50 people per the restrictions set forth in Executive Order 14 §I(A). 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, Ronald F. Brann (arrived @ 7:37p.m.), William Appel, Jr., and Andrew Ballantyne.

Members Absent: None.

Public Attending: Tom Reed and Wayne Mullens.

Employees Attending: Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Timothy Coston (*Transfer Station Manager-arrived @ 7:08p.m.*), Joyce Perry (*Cemetery Sexton*), Kim Bolduc-Bartlett (*ACO*), and Kyoko Roderick (*Selectmen Secretary*).

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

Previous Meeting Minutes: **Andrew Ballantyne made a motion to approve the June 23, 2020 and July 7, 2020 minutes as read, seconded by William Appel, Jr. and approved 3-0-1 with Richard H. Gray, Jr. abstaining.**

Public Works – Keith Hall:

- a) Keith said the Barton Road piping is completed. There were a few break downs but they worked through them.
- b) Truck #4, 2007 International is back from the shop for plow repairs but over heated 4 times on the way back to the garage. It is thought to be a battery issue so Ronnie is going to check it. It was noted that the battery was replaced back in February 2019.
- c) Keith is getting the trucks ready to go to Cliff’s Heavy Truck Painting and Equipment for under coating.
- d) Keith gave an update on the approximate time frame for the new truck. He said we should be getting the truck in about 4 months, however, the plow gear is going to take about 150 days to get. He asked if he should start getting the plow gear on order since it’s going to be a 5 month process for the truck and plow gear. Theresa said to go ahead and start ordering the plow and truck.

Transfer Station – Timothy Coston: Tim said the new employees at the Transfer Station are “getting there” They are still in the training phase. A metal can reimbursement came in for June and another one will be shipping out soon. Theresa handed out the year-end report for the Transfer Station. The yearly total was \$71,007.86. This is \$3,692.70 up from last year’s budget and is \$6,007.86 more than what was budgeted.

Animal Control Officer – Kim Bolduc-Bartlett: Kim said she had quite a few stray cat calls and brought up a recent scenario when a trap was set. A resident called about stray cats in the area but not on their property and she set up a trap and a skunk happen to get trapped. She called Tim and he came and disposed of it. The question

raised is who or will Tim be reimbursed. Kim was advised that in the future the homeowner may be responsible for any fees when an animal is trapped on their property. **William Appel, Jr. made a motion to reimburse Tim Coston \$35.00 for disposal of the trapped skunk seconded by Andrew Ballantyne and approved 4-0-0.** Kim advised she will be going on vacation in October for 3 weeks and will confirm exactly when and who her back up will be.

Cemetery Sexton – Joyce Perry:

- a) Joyce had a situation that she stated to the family was not of normal practice however, she would bring it up to the Board of Selectmen and let them decide. A family member is dying and they would like the cremation urn buried on top of the full burial site of another family member. The Board feels since they have 2 other open lots they should use those first.
- b) Joyce said Bob and Liz Harriman have done 56 stones at Resthaven Cemetery with Wet & Forget and will monitor them for the next 3-4 months to see how it works.
- c) Joyce spoke with Eric with Riverside Drive Memorials and he quoted \$25.00 per stone to pressure wash. If there is leveling needed it would be \$5.00 more for a total of \$30.00 per stone.
- d) At Twenty Rod Road all the posts have been painted. The chain has also been repaired and painted.
- e) There are 2 cemetery lot conveyances for Emily Warman and David Chase to sign. **Andrew Ballantyne made a motion to sign and approve the cemetery lot conveyance for Emily Warman and David Chase seconded by Richard H. Gray, Jr. and approved 4-0-0.**
- f) There was much discussion between Wayne Mullens (digger of burials), Joyce, and the Board of Selectmen on some concerns with the process shared between the funeral homes, Joyce, and himself.

Public Comment: None.

Consideration of Warrants #3 and #4: Richard H. Gray, Jr. made a motion to approve Warrants #3 and #4 seconded by Ronald F. Brann and approved 4-0-0.

Town Manager's Items:

- a) Nothing new on the COVID update other than the office continues to practice the safe distancing and wearing of masks.
- b) Theresa briefly discussed the new McGee plowing contract for the 2020/2021 year. The amount is the same as last year at \$27,500.00 for a 15-mile route. **William Appel, Jr. made a motion to accept the plowing contract with McGee for \$27,500.00 as presented for 2020/2021, seconded by Ronald F. Brann and approved 4-0-0.**
- c) Theresa mentioned that there needed to be 2 people to represent the KVCOG General Assembly Official for 2020-2021. **William Appel, Jr. nominated Richard H. Gray, Jr. and Theresa Haskell to be the representatives for KVCOG General Assembly, seconded by Ray Bates and approved 3-0-1, with Richard H. Gray, Jr. abstaining.**
- d) Theresa had a quote from McGee Construction for \$16,400.00 to put in a diesel fuel tank and groundwork at the fire station and to grade a ditch to divert the water that drains onto the neighbor's property down behind the fire station. Questions were raised on where the funds would come from and if the fire department is helping with some of the cost. Theresa advised there are funds in both the Public Works and Transfer Station Reserve Funds that would cover the costs. **William Appel, Jr. made a motion to sign and accept the contract from McGee Construction for \$16,400.00, seconded by Ronald F. Brann and approved 4-0-0.**

Selectmen's Items:

- a) There was a vote for a new Board of Selectmen Chair. Andrew Ballantyne had 1 vote, Richard H. Gray, Jr. had 1 vote and William Appel Jr. had 3 votes. Congratulations to William Appel Jr. as the new Chair-Person.

- b) There were concerns brought up regarding the voting tabulator machine and how private the ballots are when they are entered. Someone stands there to monitor that the ballots are being inserted properly and the ballots appear to be visible to the person monitoring. This will be discussed and addressed with Kelly since she is the Registrar of Voters.

William Appel, Jr. made a motion to go into executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss a personnel matter and to include Theresa Haskell, at 8:54 p.m., seconded by Ray Bates and approved 4-0-0.

The Board of Selectmen returned from executive session at 9:30 p.m.

William Appel, Jr. adjourned the Board of Selectmen's Meeting at 9:30 p.m.

These minutes were approved by the Board of Selectmen on **August 4, 2020.**

The next Regular Board of Selectmen's Meeting on Tuesday, August 4, 2020 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kyoko Roderick
Board of Selectmen Secretary