



BOARD OF SELECTMEN RECORD OF MEETING
AUGUST 4, 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: Ray Bates, Ronald F. Brann, William Appel, Jr., and Andrew Ballantyne.

Members Absent: Richard H. Gray, Jr.

Public Attending: Tom Reed.

Employees Attending: Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Timothy Coston (*Transfer Station Manager*), and Kyoko Roderick (*Selectmen Secretary*).

William Appel, Jr., called the meeting to order at 5:59 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **Ray Bates made a motion to approve the July 21, 2020 minutes as read seconded by Ronald F. Brann and approved 4-0-0.**

Assessor's Agent – Vern Ziegler: Ray Bates made a motion to suspend as Board of Selectmen and convene as Board of Assessors at 7:22 p.m. seconded by Ronald F. Brann and approved 4-0-0. The Board of Assessors met with the Assessors' Agent to discuss utility valuations for the 2020-2021 annual tax commitment. The Agent presented the Assessors with spreadsheets showing the valuation using different amounts of depreciation. After discussion with the Assessors, the Town Manager and the Agent, **Ray Bates made a motion to accept and set the utility valuations of \$4,725,000.00 for MEPCO WINDSOR 2020 Final and \$155,320,000.00 for CMP 2020 Windsor Final seconded by Ronald F. Brann, approved 4-0-0. Ray Bates made a motion to adjourn the Board of Assessors at 7:35 p.m. and re-convene as Board of Selectmen, seconded by Andrew Ballantyne, and approved 4-0-0.**

Public Works – Keith Hall:

- a) Keith said the piping is complete and the culverts on Reed Road have been replaced.
- b) Keith said Tom Hawksley will be doing some tree trimming Thursday on Hunts Meadow Road, Erskine Road and Griffin Road.
- c) Keith said there is a tree on Erskine Road approximately 23' off center line that is rotted and dead. Half of it looks to be the Town's responsibility.
- d) A resident is requesting to put a "No Jake Brake" sign on Route 105 by the gravel pit. Keith is going to call Dave with DOT to confirm who would be the one to approve this as there has been some conflicting responses since it is a state road.
- e) The new truck has been ordered. The price came in at \$187.00 more due to the paperwork fees required.

- f) Truck #4 2007 International is back from the shop. The overheating was due to the connection of the fan being wrong.

Transfer Station – Timothy Coston:

- a) Tim has a meeting in Augusta with Mitchell Roofing to get a quote for the roof at the Transfer Station.
b) There is still a position open at the Transfer Station. Theresa is thinking of posting the job on Indeed.Com. Sean will be off August 15th, so Theresa has asked if any of the Board of Selectmen would be willing to help out. Ray said he could do 9:00 a.m. to 1:00 p.m. Andrew will let Theresa know if he is available.
c) The monthly numbers were handed out. In July we got in \$7,732.85 which is \$2,006.75 up from last year.

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

Cemetery Sexton – Joyce Perry:

- a) There is a cemetery lot conveyance for Chelsea and Shane Colby, RHS #43 (A-F) to sign. **Ray Bates made a motion to sign and approve the cemetery lot conveyance at RHS #43 (A-F) for Chelsea and Shane Colby, seconded by Andrew Ballantyne and approved 4-0-0.**
b) Theresa called Joyce at 7:39 p.m. to discuss a letter that will be sent to the Funeral Directors. **Ronald F. Brann made a motion to approve the letter for the Funeral Directors, seconded by Andrew Ballantyne and approved 4-0-0.**
c) It was also discussed that no more than 2 people can be buried in a lot, however, the headstone can have as many names that will fit.

Public Comment: Tom Reed was reading through the Town Ordinances and came across a Dump Ordinance and asked if it should be revised to read the Transfer Station. The response was no.

Consideration of Warrants #5 and #6: Ray Bates made a motion to approve Warrants #5 and #6 seconded by Ronald F. Brann and approved 4-0-0.

Town Manager's Items:

- a) Theresa read a letter on the ME Municipal Voting Ballot. **Ray Bates made a motion to designate William Appel, Jr. to sign, seconded by Ronald F. Brann and approved 3-0-1 with William Appel, Jr. abstaining.**
b) There is a Special Board of Selectmen meeting on Tuesday, August 11 to discuss the Employee Manual and Job Descriptions.
c) Theresa gave an update on COVID and the schools. She said the state is leaving it up to the schools on when to start. They will be considered in the green and then if cases of COVID rise it will move to a yellow stage and then a red stage as deemed necessary.
d) Theresa is still working on the McGee contract for the fuel tank and the ground work at the fire station.
e) Excise Tax collected as of July is up \$15,565.00 from last July. (Approximately \$15,345.14 was registrations due in March, April and May).
f) Ty Turner has decided to resign as a Deputy Clerk however is willing to be a back up during vacation times if needed. **Ray Bates made a motion to accept Ty Turner's letter of resignation, seconded by Andrew Ballantyne and approved 4-0-0.**

Andrew Ballantyne 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 8:26 p.m., seconded by Ray Bates and approved 4-0-0.

The Board of Selectmen returned from executive session at 8.53 p.m.

Selectmen's Items: There was discussion about the need for a part time employee to work out front. **Ray Bates made a motion to approve hiring a part time employee at the discretion of the Town Manager for up to 20 hours (partly due to COVID-19 and the recent resignation of Ty Turner), seconded by Andrew Ballantyne and approved 4-0-0.**

William Appel Jr., adjourned the Board of Selectmen's Meeting at 8:58 p.m.

These minutes were approved by the Board of Selectmen on **August 18, 2020.**

The next Regular Board of Selectmen's Meeting on Tuesday, August 18, 2020 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kyoko Roderick
Board of Selectmen Secretary