



BOARD OF SELECTMEN RECORD OF MEETING
OCTOBER 13, 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, William Appel, Jr., Andrew Ballantyne, Richard H. Gray, Jr. (arriving at 6:18 p.m.), and Ronald F. Brann (arriving at 6:22 p.m.).

Members Absent: None.

Public Attending: Tom Reed.

Employees Attending: Theresa L. Haskell (*Town Manager*), Joyce Perry (*Cemetery Sexton*), Keith Hall (*Road Supervisor*), and Timothy Coston. Kyoko Roderick, (*Board of Selectmen's Secretary*) was absent.

William Appel, Jr. called the meeting to order at 6:02 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **Ray Bates made a motion to approve the September 29, 2020 minutes as read seconded by Andrew Ballantyne and approved 3-0-0.**

Public Works – Keith Hall:

- a) Keith said he has been cleaning up from the wind. They cleaned a tree up in the cemetery. The road lines are painted. The roof got fixed on the Public Works Garage from Mitchell's Roofing. The Public Works Trucks are not undercoated yet. They had brought one truck to Cliff's to be done and it was there over 3 weeks but still they weren't able to get to it so Keith had to take it because he needed it to get windshield fixed and get it inspected. They added gravel to the holes on the Taylor Road.
- b) Keith wants to know what he is supposed to do with all the complaints coming in on dead trees within the Town's right-of-way. He has received complaints about trees on the Hunts Meadow Road, Windsor Neck Road, and others. We have a lot. The Board said we can only take care of the worse ones first.
- c) Keith said the roadside mowing has been done.

Transfer Station – Timothy Coston:

- a) Theresa handed out the Monthly Report.
- b) Tim said Atlantic Recycling is scheduled to come in and service the compactors.
- d) Tim said the railing needs to be fixed and welded from Mark Newcombe Welding and it will need to be brought into him.

Animal Control Officer – Kim Bolduc-Bartlett: Kim is leaving for vacation and would like to have Peter A. Nerber be her backup. Theresa said we will need to get his information for the system.

Cemetery Sexton – Joyce Perry:

- a) Joyce said Eric from Riverside Memorials has cleaned most of the Veterans stones.
- b) The Turf Doctor has come and put on the fall application on October 6, 2020.
- c) The burials were completed on October 10th, and October 11th.
- d) The out of state burial that was scheduled is now not until spring.
- e) A large pine tree fell in the cemetery during this last windstorm. Luckily, there were not stones involved and she would like to thank the Public Works Department for cleaning this up.
- f) Joyce said she has tried to call Longfellow's Hydroseeding to get a price for covering the full burials on October 6, 2020 and has not received a call back. Joyce said she talked with Wayne Mullens and if Longfellow's does not do it this fall then it should be done in the spring.
- g) Joyce also said she has talked with Wayne Mullens regarding getting the materials at his cost and the 1" screen gavel for 12-yard would be at \$12.00 a yard. The last truck load we received lasted about two years and will depend on how many full burials we have. The loamy clay is \$5.00 a yard and should be placed before the sand. The screened loam is \$20.00 a yard. If we get 12 yards of everything it will cost \$444.00.
- h) Dyer Hill Cemetery has some deep sunk in graves, with stones that are tipped, and Wayne said he could take care of these at \$50.00 an hour plus materials. Joyce said he can use the materials from Resthaven. This is not something we would do in the fall but maybe in the spring.
- i) Joyce said that she and Liz Harriman have been painting the fence at Resthaven Cemetery and have done 17 panels so far. They are doing some more on Thursday. It takes about one gallon of paint to do 11 panels. They have 78 panels left but some are good. She believes she has 15 to 20 panels left that need to be done about 10 of them are in one row.
- j) There are two hydrangea trees that were beat up pretty bad, and the Harriman's took care of them.
- k) Joyce asked how the light was coming at the flagpole. Andrew said he tried to do it last week, but he needed up to four hours to do with no rain. He is hoping to do soon.
Joyce said Rock from Provost Monuments is looking to move forward on the digging of the foundation from the Public Works crew so he can put in his forms and pour the foundation. He will be scheduling a time to meet up with Keith hopefully this week. Will the Public Works Department be comfortable digging it?
Theresa said she believes they will be able to do this.

Public Comment: None.

Consideration of Warrants # 15 and # 16: Ray Bates made a motion to approve Warrants #15 and #16, seconded by Andrew Ballantyne and approved 5-0-0.

Town Manager's Items:

- a) Theresa received a bill from the Windsor Volunteer Fire Department for Stiman Steel regarding the Top Kick Water Tank that needed to have the following repairs done; remove tank, remove top and side panels, remove tool boxes, remove angle main stringers grind and fab new angle pc's for the top, install new main stringers and weld with labor for a total bill of \$13,309.82. The WVFD is asking to have this taken out of the WVFD Fire Safety Capital Reserve Fund Savings Account. **Andrew Ballantyne make a motion to have the Town's Treasurer, Theresa L. Haskell take \$13,309.82 from the WVFD Fire Safety Capital Reserve Fund Savings Account to pay Stiman Steel, seconded by Ray Bates, and approved 5-0-0.**
- b) Theresa said she would like to have a meeting with the WVFD and a Selectmen regarding the On Road Diesel Tank that we are looking to have installed on the Town's property at the Fire Station which will benefit the Town and Fire Department for the diesel fuel for all Town and Fire Department trucks. This will need to be discussed and come up with a plan and a cost so we can put this in next years budget. Ronald Brann said he would be interested in this.
- c) Theresa said she would like to have one consistent waiting period for the Maine Municipal Health Trust Plans that we offer. Currently we have some plans at a 30-day, 60-day and 90-day waiting period. Also, we have been asked if we would like to participate in a new Dependent Life Insurance Benefit Plan. If we are interested in doing any changes or want to participate in the new plan a letter will need to be written. Theresa said this

new Dependent Life Insurance Benefit Plan would be paid by the employee and not the employer. The Board of Selectmen agreed to have all benefit plans to be a 60-day waiting period and to also agree to participate in the new Dependent Life Insurance Benefits at the employee's expense. This will not change the current probational period for new employees. These new changes will be reflected in the updated Employee Manual that is being worked on right now. Theresa said she would like to schedule a Special Board of Selectmen's Meeting for November 17, 2020 for the Employee Manual update. The Board members agreed.

- d) Theresa would like to establish the Selectmen that will be designated to each Town Department with a #1 and #2 person to call. The Board of Selectmen agreed on the following;

Personnel: #1 William Appel, #2 Richard H. Gray Jr.
Public Works: #1 Ronald F. Brann, #2 Ray Bates
Transfer Station: #1 Andrew Ballantyne, #2 Richard H. Gray Jr.
Cemetery: #1 Richard H. Gray, Jr., #2 Ray Bates
Planning Board: #1 William Appel, #2 Ray Bates
General Assistance #1 Andrew Ballantyne, (Will have to be appointed) #2 Ronald F. Brann
Windsor Educational Foundation and Reed Fund: #1 Ronald F. Brann

Selectmen's Items: Ray Bates made a motion to go into Executive Session pursuant to 1 MRSA § 405 (6) (A) at 7:50 p.m. to discuss a personnel matter to include the Town Manager, Theresa Haskell and the Transfer Station Manager, Timothy Coston, seconded by Richard H. Gray Jr. and approved 5-0-0. The Board of Selectmen came out of executive session at 8:25 p.m.

William Appel, Jr. adjourned the Board of Selectmen's Meeting at 8:43 p.m.

These minutes were approved by the Board of Selectmen on _____

The next Regular Board of Selectmen's Meeting will be Tuesday, October 27, 2020 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager