



BOARD OF SELECTMEN RECORD OF MEETING  
**OCTOBER 27, 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 (left at 8:08 p.m.), Richard H. Gray, Jr., and Ronald F. Brann.

**Members Absent:** None.

**Public Attending:** Tom Reed, James Lee, Frank Lopez Sr., Frank Lopez II and Richard Esposito.

**Employees Attending:** Theresa L. Haskell (*Town Manager*). Kyoko Roderick (*Board of Selectmen Secretary*) was absent.

William Appel, Jr. called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **Ray Bates made a motion to approve the October 13, 2020 minutes as read seconded by Andrew Ballantyne and approved 5-0-0.**

**Public Works – Keith Hall:** Theresa said Keith is not here tonight and he has been getting trucks ready for snow. He also will be meeting with the McGee driver to go over his route.

**Transfer Station – Timothy Coston:** Theresa said Tim is not here tonight and he has had the metal picked up again and the brush pile will need to be burned.

**Animal Control Officer – Kim Bolduc-Bartlett:** Theresa asked if the Board of Selectmen would like to appoint Peter A. Nerber as the Backup Animal Control Officer. **Ray Bates made a motion to appoint Peter A. Nerber as the Backup Animal Control Officer, seconded by Andrew Ballantyne and approved 5-0-0.**

**Cemetery Sexton – Joyce Perry:** Theresa said Joyce is not here tonight and that the Cemeteries will be closed as of October 30, 2020. They have had their last meeting of the season and will meet back up in the spring.

**Public Comment:**

- a) James Lee said he needs a Plumbing Permit and Arthur Strout had said he needed to meet with the Board of Selectmen. The Board of Selectmen said that he needs to meet with Arthur regarding any Plumbing Permits. Arthur is also the Code Enforcement Officer if he has any concerns.
- b) A resident came in indicating he was the owner of a warehouse and it has a Medical Marijuana establishment with the proper State Licensing. The Board of Selectmen thanked him for coming in.
- c) Ryan Carver arrived at 7:50 p.m. looking for Arthur Strout who had already left. Ryan who is our Town Representative for RSU #12, gave us an update on what was happening with RSU #12 and Windsor School.

**Consideration of Warrants # 17 and # 18: Ray Bates made a motion to approve Warrants #17 and #18, seconded by Ronald F. Brann and approved 5-0-0.**

**Town Manager's Items:**

- a) Ray Bates received an email asking if the Town of Windsor was interested in promoting a Proclamation for a Windsor School Choice Week, January 24<sup>th</sup> – 31<sup>st</sup>, 2021. The Board of Selectmen was not interested.
- b) Theresa said the Town of Windsor has received confirmation that they will be receiving a \$5,000.00 Elections COVID Response Grant to be used for voting. This will be used.
- c) Theresa said she would like to have our uniform company (Unifirst) bring in five, 3'X10' rugs and have these swapped out once a month or as needed. The Board of Selectmen agreed.
- d) Theresa mentioned we will be setting up on Monday, November 2<sup>nd</sup> at 4:30 p.m. at the school if anyone is willing to help. We will also need help to pick up at 8:00 p.m. on voting day, November 3, 2020.
- e) Theresa received a Building Valuation Update for the Town of Windsor from MMA Property and Casualty Pool for the Town Hall, Town Garage/Food Pantry, and the Fire Station. Each building has increased in Estimated Insurable Value. This will be an increase of \$266.00 per year. This has been waived this year but will need to be budgeted in next year.
- f) Theresa said we need to update our E-911 Addressing Officer and Alternate(s). We have received a call from Todd Fenwick from E-911 who has indicated that he has received a grant which will be able to pinpoint every building within our Town and if we send him an updated E-911 address list it will help with this process. Todd said he will send over the results. This will not change any addresses for the Town but will give a good update on what may need to be updated or changed. Theresa said with the current change within the office she is suggesting we appoint Kyoko Roderick the new E-911 Addressing Officer and have Debbie French as the Alternate. The Board of Selectmen agreed.
- g) Theresa has prepared a letter the MMEHT regarding having all waiting periods be 60 days. **Ray Bates made a motion to have Theresa L. Haskell sign the letter having all waiting periods for the MMEHT be 60 days, seconded by Andrew Ballantyne and approved 5-0-0.**
- h) Theresa handed out the 2019/2020 end of year report. The total 12 Month Budget for the Town of Windsor was 88.01%. There were no categories that had deficits. Each category was within the budget. The Town of Windsor was up on Revenues for the year just over \$34,000.00 and would have been higher if we were able to collect excise taxes during the COVID-19 State of Emergency time frame. We may see an increase in next year's excise taxes.
- i) Theresa received a concern about the Welcome to Windsor Signs regarding the plant box is deteriorating and since the Windsor Fair Association passed these onto the Town it is our responsibility to maintain them. **Ronald F. Brann made a motion to remove the Welcome to Windsor signs and have the Public Works Department take them down, seconded by Ray Bates and approved 4-0-0.**

**Selectmen's Items: NONE**

**William Appel, Jr. adjourned the Board of Selectmen's Meeting at 8:18 p.m.**

These minutes were approved by the Board of Selectmen on November 10, 2020.

**The next Regular Board of Selectmen's Meeting will be Tuesday, November 10, 2020 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager