



BOARD OF SELECTMEN RECORD OF MEETING  
**FEBRUARY 2, 2021**  
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. (arrived at 6:03 p.m.), Andrew Ballantyne, Ray Bates, William Appel, and Ronald F. Brann.

**Members Absent:** None.

**Public Attending:** None.

**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: **Andrew Ballantyne made a motion to approve the January 19, 2021 minutes as read seconded by Ray Bates and approved 4-0-0.**

**Public Works** – Keith Hall is out plowing snow.

**Transfer Station** –

- a. Sean is out plowing snow.
- b. Theresa handed out the monthly report. The month of January was up \$2,411.35 from last year. We are currently up for the fiscal year \$9,460.00.

**Animal Control Officer** – Nothing to report.

**Cemetery Sexton** – Theresa has a Cemetery Lot Conveyance for Patricia M. Lee, Conservator for Daniel Holt of Massachusetts. **Ray Bates made a motion to approve the Cemetery Lot Conveyance for Patricia M. Lee, Conservator for Daniel Holt for RHS127L in the Resthaven South Cremains Gardens, seconded by Richard H. Gray Jr. and approved 5-0-0.**

**Public Comment:** None.

**Consideration of Warrants # 31 and # 32: Ray Bates made a motion to approve Warrants #31 and #32, seconded by Andrew Ballantyne and approved 5-0-0.**

**Town Manager's Items:**

- a) Revised Employee Manual – Move to the next meeting.
- b) Theresa handed out a COVID-19 Procedure for the Board of Selectmen to review and will be discussed at the next Board of Selectmen's Meeting.
- c) Theresa said we currently have 83 unregistered dogs compared to 50 at this time last year. We are still in the State of Emergency so all unregistered dogs due to the outbreak of COVID-19 is deemed extended until 30 days following the termination of the state of emergency.

**Selectmen's Items:**

- a. Rick brought up the question on the Retirement match. One of the thoughts was to have the Retirement Match increase by percent over the term of the years employed. Theresa said she will provide something at the next Board of Selectmen's Meeting.

**William Appel, Jr. adjourned the Board of Selectmen's Meeting at 7:06 p.m.**

These minutes were approved by the Board of Selectmen on February 16, 2021.

**The next Regular Board of Selectmen's Meeting will be Tuesday, February 16, 2021 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager