



BOARD OF SELECTMEN RECORD OF MEETING
APRIL 13, 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., Ray Bates, Ronald F. Brann, William Appel Jr. and Andrew Ballantyne arrived at 6:02 p.m.

Members Absent: None.

Public Attending: Tom Reed.

Employees Attending: Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Sean Teekema (*Interim Transfer Station Supervisor*) and Joyce Perry (*Cemetery Sexton*).

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 March 30, 2021 minutes as read seconded by Ronald Brann and approved 4-0-0.

Public Works – Keith Hall

- a) They have been working on the Reed Road and have had 6” gravel delivered and then it will need to be surfaced with a ¾” gravel.
- b) Keith is hoping to have the sand put up and may need to use Avery Glidden’s excavator.
- c) Theresa said we have a quote from Avery Glidden Construction for concrete repair on the old garage next to the Town Office of \$5,700.00. Our MMA insurance is saying this needs to be done before June 30th, 2021. **Ray Bates made a motion to approve the \$5,700.00 quote from Avery Glidden Construction on the concrete repair for the old Town Garage next to the Town Office, seconded by Andrew Ballantyne and approved 5-0-0**
- d) Theresa said she will be working with Keith regarding the 2021/2022 Paving Contracts.
- e) Keith said he has a resident asking about a rotten tree within the Town’s right of way on the corner of Hunts Meadow Road and Route 17. He is not sure if it would be the state’s responsibility or not but he will check into it. There is \$1,850.00 left in the tree removal line budget, but he had planned on using this on the Barton Road.
- f) Keith said he has the speed sign up on the Coopers Mills Road now.
- g) Keith said he is leaving to go on vacation next week. There was much discussion.

Transfer Station – Sean Teekema

- a) Theresa handed out the March 2021 Transfer Station figures. We are up from March of last year of \$1,026.70 and are up for the whole year of \$10,267.00.
- b) Sean said they had a couple of busy Saturdays.

- c) He has called in to have the Metal can, Demo can, TV's and lightbulbs to be hauled off.

Animal Control Officer – Theresa said the Animal Control Officer has her yearly certification done.

Cemetery Sexton – Joyce Perry

- a) Joyce said it has been a busy spring. There will be a lot of burials. Since January we have had 12 deaths of Windsor residents. Three have been scheduled by the family. One burial is May 21st. Right now we have five full burials for Resthaven Cemetery.
- b) We have sold 2 lots with one here tonight for approval. **Ray Bates made a motion to approve a Cemetery Lot Conveyance to Lovina Norton for six plots \$1,200.00, seconded by Ronald F. Brann and approved 5-0-0.**
- c) Joyce discussed the gravel that we will need to have at Resthaven Cemetery before the cemetery is open for the grave digger that was previously approved.
- d) The next Cemetery Meeting will be Monday, April 26, 2021 at 6:00 p.m.
- e) Joyce wanted to thank the Public Works Department for leveling the conex.
- f) Joyce said she still has a couple trees that need to be trimmed.
- g) Joyce recommended we put a pole at the end of the fence by the restaurant so she is able to chain it off so people won't enter the cemetery during the winter.

Public Comment: None.

Consideration of Warrants # 41 and # 42: **Andrew Ballantyne made a motion to approve Warrants #41 and #42 seconded by Ray Bates and approved 5-0-0.**

Town Manager's Items:

- a) Theresa presented to the Board of Selectmen a better explanation of PTO and how it works and asked if the Employee Manual could be updated. **Andrew Ballantyne made a motion to approve the proposed Employee Manual update regarding the explanation of Paid Time Off (PTO) and how it works, seconded by Ray Bates and approved 5-0-0.**
- b) Theresa said the Town received the final Worker's Compensation Audit for 2020 and we received a return premium adjustment of \$1,603.00.
- c) Theresa asked for approval of time off on July 22, 23 and 26, 2021. **Andrew Ballantyne made a motion to have William Appel sign the approval of time off, seconded by Ray Bates and approved 5-0-0.**
- d) Theresa said the Governor has extended the Civil Emergency to May 13, 2021.

Selectmen's Items:

- a) William Appel Jr. said we received a letter from Jeff Frankel thanking the Board of Selectmen for the 2020 Spirit of America Award.
- b) Ronald F. Brann said he heard on the news that all deaths under COVID, families can receive \$9,000.00 up to \$20,000.00 with multiple deaths. They may even be able to go back to the Doctor and question the Death Certificate.

William Appel Jr. adjourned the Board of Selectmen's Meeting at 7:49 p.m.

These minutes were approved by the Board of Selectmen on Tuesday, April 27, 2021.

The next Regular Board of Selectmen's Meeting will be Tuesday, April 27, 2021 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa Haskell
Town Manager

April 13, 2021

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