



MINUTES OF SPECIAL SELECTMEN'S MEETING  
FEBRUARY 9<sup>TH</sup>, 16<sup>TH</sup>, 23<sup>RD</sup>, 2021  
AND MARCH 2<sup>ND</sup>, 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").

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**February 9, 2021**

Members present: Rick Gray Jr., Andrew Ballantyne, Ray Bates, William Appel Jr., and Ronald F. Brann.

**Public Attending:** Dennis Strout, Kevin Ready and Arthur Strout.

**Employees Attending:** Theresa Haskell, (Town Manager).

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

**Public Comment:**

- A. The Fire Department gave a presentation of their 2021/2022 budget.** The budget is up \$26,900.00 from last year. They are the following;
1. \$2,400.00 in Operations which consists of additional costs for pest control, annual certifications, fire extinguishers, copier lease and trainings.
  2. \$10,000.00 additional to the Fire Safety Capital Reserve. (Have had to do work to the old 1988 truck and the money has had to come out of this reserve.
  3. \$2,000.00 for the Forest Fire Reserve. (Will be looking to purchase in the future for an ATV for fires.)
  4. \$2,500.00 for the Building Reserve. Would like to see \$30,000.00 in this budget.
  5. \$10,000.00 for the Radio Communication Reserve.

**Ray Bates made a motion to approve the \$124,900.00 request from the Windsor Volunteer Fire Department as presented, seconded by William Appel Jr., and approved 5-0-0.**

**B. Theresa handed out the Windsor Rescue's budget for 2021/2022 budget.** This budget is down \$3,000.00 from last year which is within the Operating Budget. Last year they purchased a defibrillator, and they do not need any additional money.

**Ray Bates made a motion to approve the \$27,000.00 request from the Windsor Rescue as presented, seconded by Ronald F. Brann, and approved 5-0-0.**

### **2021/2022 Budget:**

Theresa said this has been a very trying year with COVID and the whole proposed budget is up 9.62% from last year. Theresa went through the Administration, Elections and Town Meetings, Abatements, and some Revenues with much discussion.

Administration: Salaries have increased with merit raise increases, hiring of a Part-Time Deputy Town Clerk for more hours and additional COVID hours for cleaning, sanitizing and safety. Theresa discussed increasing the Retirement Match from 4% to 5% and to put the true cost of all potential employees using this benefit. This will give an additional benefit to potential hires compared to another surrounding Town's. The Town Clerk, Kelly McGlothlin, asked to preserve the 1894-1940 Town Records within the Document Preservation line. Some remaining lines have increased with proposed contracted prices and Membership Fees. (No vote was taken at this time.)

Elections & Town Meetings: Theresa said because of COVID-19 we need more staff and Election Clerks to work for voting and this budget line will need to be increased from last year. Having the elections at the Windsor School we have had to close the Town Office and have staff work the Elections because we could not find additional poll workers to work. We also needed additional people to disinfect and clean polls for safety reasons. (No vote was taken at this time.)

Abatements: Theresa is proposing to keep this the same as last year. (No vote was taken at this time.)

Revenues: Theresa brought up some Revenues that may be able to be increased from last year to help with the proposed budget increase. (No vote was taken at this time.)

**Ray Bates made a motion to have this meeting be moved to a time certain seconded by Ronald Brann and approved 5-0-0 at 7:43 p.m.**

February 16, 2021

**William Appel reconvened the Board of Selectmen's 2021/2022 Budget at 8:00 p.m.**

Members present: Rick Gray Jr., Andrew Ballantyne, Ray Bates, William Appel Jr., and Ronald F. Brann.

**Public Attending:** None.

**Employees Attending:** Theresa Haskell, (Town Manager) and Joyce Perry (Cemetery Sexton by phone).

Cemeteries: Joyce said the only increase was to the Cemetery Mowing/Maintenance Contract. Joyce shared her plans over the next year.

**William Appel moved this meeting to a time certain at 8:30 p.m.**

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February 23, 2021

**William Appel reconvened the Board of Selectmen's 2021/2022 Budget at 6:05 p.m.**

Members present: Rick Gray Jr., Andrew Ballantyne, Ray Bates, William Appel Jr., and Ronald F. Brann.

**Public Attending:** Tom Reed.

**Employees Attending:** Theresa Haskell, (Town Manager).

Planning & Code Enforcement: No increase.

General Assistance: No increase.

Town Hall: Increase because of the internet for the Town Hall. We have been working on a very weak internet and had to move over to a Business Internet which has an increased cost and is working much more efficient.

Public Safety/Animal Control: Increases with the Animal Control Officer, Fire Department Operation proposal and Kennebec Valley Humane Society anticipated increase. Decrease in the First Responders Operations because last year it had an increase for a defibrillator and nothing additional is within this year's budget. This total budget is down.

Public Works & Public Works Garage: Theresa presented the proposed increases from the Road Supervisor with increases in Salaries, Phone Reimbursements, Trucks, Fuel and Culverts and decreases in Uniforms, Trucks, Cold/Hot Mix and Garage Repairs and Maintenance.

Transfer Station: Theresa presented increases in Salaries, Retirement Match (for employees that could utilize), Phone Reimbursement and Tipping Fees, Transportation and decreases in Mileage/Tolls and Uniforms.

Capital Expenditures and Long-Term Debt: Theresa said the Public Works Backhoe is paid off and the yearly figures on the remaining Long-Term Debt has decreased. After this year, we will have one more year remaining for the 2 Man Cab Pumper Fire Truck, the Forestry Truck (WVFD) and the Public Works Plow Truck.

**William Appel moved this meeting to a time certain at 9:00 p.m.**

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**March 2, 2021**

**William Appel reconvened the Board of Selectmen's 2021/2022 Budget at 7:40 p.m.**

Members present: Rick Gray Jr., Andrew Ballantyne, Ray Bates, William Appel Jr., and Ronald F. Brann.

**Public Attending:** Tom Reed.

**Employees Attending:** Theresa Haskell, (Town Manager) and Vern Ziegler (Assessor's Agent by phone).

Theresa had Vern on the phone regarding the Certified Ratio. Vern said last year we were just barely able to declare 100%. They run 2 years behind, so the 2021 Tax Commitment was based on 2019 numbers. Last year we did not do anything. Vern said we may need to factor in a percentage in Trio. This could affect the Abatement line. The sales ratio study over the past year or two may be just an increase because of COVID but we will not know for quite some time if this is the new normal or not.

Reserve Fund Appropriations: Theresa said she would like to see the Major Road Construction/Bridget/Culvert Replacements be at \$400,000.00. The Fire Safety Capital Reserve was increased by a proposal from the WVFD of \$10,000.00 and the Forest Fire Reserve was increased \$2,000.00 from last year. Theresa said now that the Backhoe is paid off, we need to start a reserve fund and she is recommending \$7,000.00. Theresa said we need to increase the Revaluation/New Tax Map line because we will need a Revaluation within the near future, and it could cost over \$200,000.00. The Radio Communication Reserve was increased by a proposal from the WVFD of \$10,000.00 and the Fire Department Building Reserve was increased also by a proposal from the WVFD of \$2,500.00. Theresa said we will need to look for a future Cemetery and has created a

Cemetery Land/Lot Reserve of \$5,000.00 because the remaining lots we have available within our cemeteries are selling and will be sold out within 3-5 years the way they are going.

MMA/RMS: Theresa said our Unemployment Compensation rates have increased.

Cultural & Recreational: The Veterans Memorial still needs work done to move the flag-pole, put in lighting, the remaining 4' wall, placing of the pavers, landscaping, and parking area. We have not been able to do fundraising because of COVID so she is asking to put \$5,000.00 in this budget for next year to help with these remaining items.

Outside Agencies: Theresa brought forward the proposals from the Outside Agency requests. The Board of Selectmen discussed giving up to \$500.00 for the Outside Agencies except for the China Regional Lakes Alliance and the Town Line. They discussed having these two at \$0.00.

The Board of Selectmen voted on the following;

**Administration: Ray Bates made a motion to approve \$361,715.00 for Administration, seconded by Andrew Ballantyne and approved 4-0-1.** Ronald Brann abstained.

**Elections and Town Meetings: Ray Bates made a motion to approve \$14,240.00 for Elections and Town Meetings, seconded by Andrew Ballantyne and approved 5-0-0.**

**Abatements/Write-Offs: Ray Bates made a motion to approve \$7,500.00 for Abatements/Write-Offs, seconded by Andrew Ballantyne, and approved 5-0-0.**

**Cemetery: Ray Bates made a motion to approve \$38,731.00 for Cemeteries, seconded by Andrew Ballantyne and approved 5-0-0.**

**Planning & Code Enforcement: Ray Bates made a motion to approve \$14,230.00 for Planning & Code Enforcement, seconded by Andrew Ballantyne and approved 5-0-0.**

**General Assistance: Ray Bates made a motion to approve \$4,000.00 for General Assistance, seconded by Andrew Ballantyne and approved 5-0-0.**

**Town Hall: Ray Bates made a motion to approve \$26,850.00 for Town Hall, seconded by Andrew Ballantyne and approved 5-0-0.**

**Public Safety/Animal Control: Ray Bates made a motion to approved \$133,625.00 for Public Safety/Animal Control, seconded by Andrew Ballantyne, and approved 5-0-0.**

**Public Works & Public Works Garage: Ray Bates made a motion to approve \$454,187.00 for Public Works and Public Works Garage, seconded by Andrew Ballantyne and approved 5-0-0.**

**Transfer Station: Andrew Ballantyne made a motion to approve \$124,216.00 for Transfer Station, seconded by Richard H. Gray, Jr., and approved 4-0-1.** Ray Bates abstained.

**Capital Expenditures & Long-Term Debt; Ray Bates made a motion to approve \$79,550.00 for Capital Expenditures & Long-Term Debt, seconded by Andrew Ballantyne and approved 5-0-0.**

**Reserve Fund Appropriations: Ray Bates made a motion to approve \$524,000.00 for Reserve Fund Appropriations, seconded by Andrew Ballantyne and approved 5-0-0.**

**MMA/RMS: Ray Bates made a motion to approve \$46,880.00 for MMA/RMS, seconded by Andrew Ballantyne and approved 5-0-0.**

**Cultural & Recreational: Ronald Brann made a motion to approve \$10,250.00 for Cultural & Recreational, seconded by Richard H. Gray Jr., and approved 5-0-0.**

**Outside Agencies: Ray Bates made a motion to approve the requests as follows;**

<u>American Red Cross</u>	<u>\$150.00</u>
<u>Children's Center</u>	<u>\$500.00</u>
<u>Community Health &amp; Counseling Services</u>	<u>\$300.00</u>
<u>Family Violence Project</u>	<u>\$250.00</u>
<u>Kennebec Behavioral Health</u>	<u>\$375.00</u>
<u>Sexual Assault Crisis &amp; Support Center</u>	<u>\$500.00</u>
<u>Spectrum Generations</u>	<u>\$500.00</u>
<u>The Life Flight Foundation</u>	<u>\$250.00</u>
<u>The Maine General Hospice Vol. of Ken. Valley</u>	<u>\$500.00</u>

**for a total of \$3,325.00, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to approve the 2021/2022 Budget of \$1,843,299.00, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the Tax Administration Article as written, seconded by Andrew Ballantyne and approved 5-0-0.**

Theresa presented the Administration articles that will need to be voted on by the Board of Selectmen.

**Ray Bates made a motion to recommend passage of the Establishment of Tax Club as written, seconded by Ronald F. Brann and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the Disposal of Town-Owned Personal Property as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the Use of State Rates as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the Acceptance of Grants and Gifts as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Richard H. Gray Jr., made a motion to recommend passage of the Use of Proceeds from Insurance Claims as written, seconded by Ray Bates and approved 5-0-0.**

**Ronald F. Brann made a motion to recommend passage of the Acceptance of Cemetery Legacies as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ronald F. Brann made a motion to recommend passage of the Sale of Cemetery Lots as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ronald F. Brann made a motion to recommend passage of the Cost Center Adjustments as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the Use of Snowmobile Registration Tax Refund as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to recommend passage of the General Reserve Fund as written, seconded by Andrew Ballantyne and approved 5-0-0.**

**Ray Bates made a motion to approve the Non-Property Tax Revenue as listed below;**

a) Unassigned General Fund/Fund Equity	\$ 400,000.00
b) Excise Taxes	\$ 450,000.00
c) Administrative Fees	\$ 15,000.00
d) Solid Waste Fees (Transfer Station)	\$ 75,000.00
e) Revenue Sharing	\$ 140,000.00
f) LRAP	\$ 31,000.00
g) Tree Growth & Veterans Reimbursement	\$ 15,000.00
h) Interest Income	\$ 14,000.00
i) All other non-dedicated Municipal Revenue	\$ 20,000.00
<b>TOTAL</b>	<b>\$1,160,000.00</b>

**in the amount of \$1,160,000.00, seconded by Andrew Ballantyne and approved 5-0-0.**

**William Appel declared this meeting adjourned at 10:05 p.m.**

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During the Regular Board of Selectmen's Meeting on March 16, 2021 the Board of Selectmen voted on the Warrant Article of Overriding LD1 Property Tax Limit with a vote of 5-0-0 and to recommend passage of a Warrant Article to read "To see if the Town of Windsor will vote to authorize

the Selectmen to sell a 2007 International Truck VIN #1HTWDAZR57J439028 and to appropriate the proceeds of the sale to be applied to the Public Works Truck Reserve Account” with a vote 5-0-0.

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

Respectfully Submitted,

Theresa L. Haskell  
Town Manager