



BOARD OF SELECTMEN RECORD OF MEETING  
**JULY 6, 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.

**Members Present:** Richard H. Gray, Jr., Ray Bates, Ronald F. Brann, William Appel Jr., and Andrew Ballantyne.

**Members Absent:** None.

**Public Attending:** Tom Reed and Moira Teekema.

**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: Andrew Ballantyne made a motion to approve the June 22, 2021, minutes as presented seconded by Ronald Brann and approved 5-0-0.**

**Public Works – Keith Hall**

- a) The Transfer Station cap has been mowed.
- b) The Hunts Meadow Road tree has been taken down and two trees on the Barton Road.
- c) They have been working on shoulders on the Choate and Shuman Road.
- d) Avery Construction should be finishing up soon.
- e) Keith said the brown tail moths are bad and are located on the side of the Town Hall building. He said he will spray them.

Bill Appel asked about the Roadside Mowing. Theresa said Rick Drew has been contacted and he has had some health issues and some breakdowns and will be here as soon as he can.

**Transfer Station – Sean Teekema**

- a) Theresa handed out the month/year end Transfer Station figures. The month of June was down (\$620.41) from the previous year's June but the total amount for the year was up \$12,043.44 for a total 2020/2021 Year to Date income of \$71,007.86. Theresa said we had budgeted \$65,000.00.
- b) The demo runs have been quiet.
- c) The cardboard may need to be hauled off weekly instead of bi-weekly.
- d) Sean asked if there was any way we could consider having companies pay to recycle or how to educate people on recycling. Theresa said we could make up some flyers and distribute them.

**Animal Control Officer – None.**

**Cemetery Sexton – Joyce Perry**

- a) Joyce said there were 3 burials.
- b) Joyce said the flagpole has been ordered.

- c) Joyce asked about park benches as a stone within the cemeteries. A family is requesting a bench with 4 legs which is what Riverside Memorials have. Rick Gray Jr.'s concern is any type of bench at the cemeteries could bring "other" benches in (wooden/plastic). The Board of Selectmen asked Joyce to bring this back to the Cemetery Committee and go back through the Cemetery Rules and would like their opinion on benches. There are too many uncertainties regarding benches and the Board of Selectmen would like for more clarity before deciding.
- d) Joyce said she has a family that has a six-plot lot, and a family is asking to see if they could put two urns in one lot. One urn has one person cremated in it and the other urn has two people cremated in it. Joyce said this would show that three people are buried in one lot but only two urns. There are currently two other lots that are currently used with four open lots (one being this one). **Andrew Ballantyne made a motion to approve the two urns to be placed in one lot (one cremation urn and one with two cremations in the second urn) and the three remaining lots are not subdivided, seconded by Ray Bates, and approved 5-0-0.**
- e) Joyce said the pump kit at the cemetery needs to be rebuilt. The plunger may be dirty so the only way to find out will be to pull the pump and see what it looks like. This will also give them a visual of what the bottom section looks like. Ronnie Brann said he would like the Public Works Department to pull the pump and he would like to be there when it happens. They may need an eight-foot ladder.

**Public Comment:** None.

**Consideration of Warrants # 1 and # 2: Ray Bates made a motion to approve Warrants #1 and #2 seconded by Andrew Ballantyne and approved 5-0-0.**

**Town Manager's Items:**

- a) Theresa received information from Mary Dionne at Maine General requesting a pop-up Vaccination Clinic within our parking lot for some time in August with a follow up shot four weeks later in September. **Ronald Brann made a motion to allow Maine General to set up at the Town Office parking lot with pop-up Vaccination Clinic for the two dates that they request, seconded by Ray Bates, and approved 3-1-1.** One opposed indicating there are plenty of other areas they can use and one abstained as a personal decision not for or against it.
- b) Theresa presented appointment papers.
  1. **Ray Bates made a motion to appoint Theresa L. Haskell as a Cemetery Committee Member, seconded by Andrew Ballantyne and approved 4-0-1.** (Ronald Brann abstained.)
  2. **Ray Bates made a motion to appoint Richard H. Gray Jr. as a Cemetery Committee Member, seconded by Andrew Ballantyne and approved 4-0-1.** (Richard H. Gray Jr. abstained.)
  3. **Ray Bates made a motion to appoint Thomas G. Reed as a Cemetery Committee Member, seconded by Ronald F. Brann and approved 5-0-0.**
  4. **Ray Bates made a motion to appoint Robert Holt as a Board of Appeals Member, seconded by Andrew Ballantyne and approved 5-0-0.**
  5. **Ray Bates made a motion to approve Laurie Thomas as a Board of Appeals Member, seconded by Ronald Brann and approved 5-0-0.** **Ray Bates made a motion to appoint Laurie Thomas as an Alternate Board of Appeals Member, seconded by Ronald F. Brann and approved 5-0-0.** This will allow Laurie Thomas to decide if she wants to be an Alternate Member or a regular Member.
  6. **Ray Bates made a motion to appoint Scott Farwell as a Planning Board Member, seconded by Andrew Ballantyne and approved 5-0-0.**
  7. **Richard H. Gray Jr. made a motion to approve Heather Wilson as a Windsor Educational Foundation and Reed Fund Member, seconded by Andrew Ballantyne and approved 5-0-0.**
  8. **Ray Bates made a motion to appoint Bonnie Squiers as a Windsor Educational Foundation and Reed Fund Member, seconded and approved by Richard H. Gray Jr. and approved 5-0-0.**

- c) Theresa said Dwight Tibbetts was inquiring on having a Free Public Concert upstairs in the Town Hall sometime in August for a Fundraiser for the Maine Chapter of the Alzheimer’s Association featuring the life and music of Glen Campbell with the Downeast Brass Quintet. He will supply all the advertisement and flyers for this event. **Andrew Ballantyne made a motion to allow Dwight Tibbetts from Downeast Brass Quintet to have a Free Public Concert for a fundraiser for the Maine Chapter of the Alzheimer’s Association featuring the life and music of Glen Campbell, seconded by Richard H. Gray Jr., and approved 5-0-0.**
- d) Theresa said the COVID-19 pandemic caused disruption to government meetings and led many public bodies to shift to a remote/online model to keep business moving as usual. We were permitted to do this pursuant to temporary pandemic-related permission provided by the State Legislature and the Governor. The remote model lessened the impact of the public health crisis and contributed to our communities remaining open. If we are looking to continue remote/online meetings we would have to have a Policy on it. The Board of Selectmen is not interested in creating a Policy at this time.
- e) Theresa received an application for a “Qualified Catering Organization Application for Catered Function” from The Roaming Catering Company. This will be held at the Windsor Fairgrounds on July 31, 2021, from 3:30 p.m. – 9:00 p.m. and up to 350 people attending this wedding. The Board is asking for Theresa to contact Law Enforcement and see what needs to happen to let them know about the event. **Ronald F. Brann made a motion to approve the Qualified Catering Organization Application for Catered Function from the Roaming Catering Company for a wedding on July 31, 2021, at the Windsor Fairground with approximately 350 people in attendance, seconded by Ray Bates and approved 5-0-0.**
- f) Theresa said she received an invitation from the Windsor Fair Association for the Board of Selectmen and their significant other to attend on Wednesday, July 14, 2021.
- g) Theresa said we received the bill from Auburn Asphalt, LLC for the Stone Dust for the Reed Road parking lot and she had charged this to Major Road Construction and the Board of Selectmen agreed.

**Selectmen’s Items:**

- a) **Ronald F. Brann made a motion to go into executive session pursuant to 1 M. R. S. A. § 405(6)(A) to discuss personnel matters at 8:02 p.m. and to include the Town Manager, Theresa L. Haskell, seconded by Andrew Ballantyne and approved 5-0-0.** The Board of Selectmen came out of executive session at 8:21 p.m.
- b) Theresa said it is time to vote on a new chairperson and handed out ballots. Ray Bates received four votes and William Appel received one vote. Ray Bates is now the new Chairperson of the Board of Selectmen.

**Ray Bates adjourned the Board of Selectmen’s Meeting at 8:24 p.m.**

These minutes were approved by the Board of Selectmen on August 3, 2021.

**The next Regular Board of Selectmen’s Meeting will be Tuesday, July 20, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa Haskell  
Town Manager