



SELECT BOARD RECORD OF MEETING  
MARCH 29, 2022  
WINDSOR TOWN OFFICE

Note: This record of meeting is not considered an official public record until such time as they are read and accepted by the Select Board Members.

**Members Present:** Ray Bates, Ronald F. Brann, William Appel, Jr. (arriving at 6:11 p.m.), and Andrew Ballantyne.

**Members Absent:** Richard H. Gray, Jr.

**Public Attending:** Kevin Ready, Kim Bolduc-Bartlett, Carol Chavarie, Michele Grant, Russell Gates, and Howie Tuttle.

**Employees Attending:** Theresa L. Haskell (*Town Manager*) and Kyoko Roderick (*Select Board Secretary*).

Ray Bates called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **Andrew Ballantyne made a motion to approve the March 15, 2022, minutes as read seconded by Ronald F. Brann and approved 3-0-0.**

**Public Works** –Theresa said Keith and Tim have been driving around Town fixing street signs. Ray said there is a pothole on the Crosby Road and Route 32 that needs looking at and fixing.

**Transfer Station** – Theresa said Plourdes Electrical Services came out and fixed the wiring on an electrical box that had water dripping in it from the rain.

**Animal Control Officer** – Kim reported that all is good and has not had any issues while distributing the notices for unlicensed dogs. She said about 75% of the unregistered dogs list is complete as far as serving the letters.

**Cemetery Sexton** – Theresa handed out a cemetery lot conveyance for Megan and Ronald Peaslee, Jr. located at RHS #38 plots A-F. **Andrew Ballantyne made a motion to approve the cemetery lot conveyance for Megan and Ronald Peaslee, Jr. located at RHS #38 plots A-F seconded by Ronald F. Brann and approved 4-0-0.**

**Public Comment:** Howie Tuttle was present to discuss the 2022-2023 Preliminary Proposed School District Budget for the RSU12.

**Consideration of Warrants #40 and #41:** **Andrew Ballantyne made a motion to approve Warrants #40 and #41 seconded by Ronald F. Brann and approved 4-0-0.**

**Town Manager's Items:**

- a) There is a Certificate of Appointment for both Democratic and Republican Election Clerk/Ballot Clerk. For Democratic Clerk there is Allane Ball, Stephen Ball, Nancy Fish, Theresa Haskell, Kathryn Kellison, Carl Pease, and Margaret Pease. **Andrew Ballantyne made a motion to appoint for Democratic Clerk, Allane Ball, Stephen Ball, Nancy Fish, Theresa Haskell, Kathryn Kellison, Carl Pease, and Margaret Pease seconded by William Appel, Jr. and approved 4-0-0.** For Republican Clerk there is Debra French, Diana Gardner, Carolyn Greenwood, Deborah Gray, Thomas Reed, and Moira Teekema. **Andrew Ballantyne made a motion to appoint for Republican Clerk, Debra French, Diana Gardner, Carolyn**

**Greenwood, Deborah Gray, Thomas Reed, and Moira Teekema seconded by Ronald F. Brann, and approved 4-0-0.**

- b) Arthur Strout has signed for Amelia Jones to be a Deputy Fire Warden. **William Appel, Jr. made a motion to appoint Amelia Jones as Deputy Fire Warden seconded by Andrew Ballantyne and approved 4-0-0.**
- c) Kevin Ready from the WVFD was present to continue the discussion of the purchase of an E-One/Freightliner Tanker Truck. **Andrew Ballantyne made a motion to approve the following article seconded by William Appel, Jr.**

Shall the Town (1) approve the purchase of a new E-One/Freightliner Tanker Truck (the “Project”), including transaction costs and other expenses reasonably related thereto; (2) appropriate the sum of **\$354,000.00** for the Project, with **\$54,000.00** being expended from the unassigned fund balance at the time of purchase, and with any shortfall or additional amount needed at the time of purchase in excess of **\$354,000.00** to be expended from the Fire Safety Capital Reserve Fund; (3) authorize the Treasurer and the Chairman of the Select Board to issue, at one time or from time to time, general obligation securities of the Town, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed **\$300,000.00**; and (4) delegate to the Treasurer and Chairman of the Select Board the authority and discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s) places(s) of payment, call(s) for redemption, form(s) and other details of said securities, including execution and delivery of said securities against payment therefore and to provide for the sale thereof, and undertake such refunding as they may deem appropriate in the future.

Financial Statement

TOWN OF WINDSOR

Total Town Indebtedness:

- A. Bonds Outstanding and unpaid: \$ 72,955.84 (As of June 16, 2022)
- B. Bonds authorized and unissued: \$ 0.00
- C. Bonds to be issued if this question is approved: \$ 300,000.00

TOTAL **\$372,955.84**

Costs

At an estimated interest rate of 4.0 %, the estimated costs of this bond issue will be:

(6) Years

Principal \$300,000.00

Interest \$ 42,043.84

Total Debt Service \$342,043.84

Validity

The validity of the bonds and of the voters’ ratifications of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

**The article was approved 3-1-0 with Ray Bates opposing.**

- d) The Planning Board proposed a draft Utility Scale Solar Facilities Moratorium Ordinance. This will give the Planning Board up to 180 days to create an Ordinance. **William Appel, Jr. made a motion to approve the draft Utility Scale Solar Facilities Moratorium Ordinance and bring to the Town for approval seconded by Andrew Ballantyne and approved 4-0-0. Andrew Ballantyne made a motion to hold a Special Town Meeting on April 14, 2022, at the Town Hall at 6:30 p.m. to approve the draft Moratorium Ordinance seconded by Ronald F. Brann and approved 4-0-0.**

- e) There is a training on May 26, 2022, from 12:00 p.m. to 1:30 p.m. that the office staff will be attending. **Andrew Ballantyne made a motion to approve the Town Office to close from 11:45 a.m. to 1:45 p.m. on Thursday, May 26, 2022, for training seconded by Ronald F. Brann and approved 4-0-0.**
- f) The Town received a refund check of \$1,192.00 from the Worker's Compensation fund yearly audit. We also received a \$350.00 grant for adopting the new Non-Smoking Policy.
- g) Theresa is requesting to buy pens and pencils for the Bicentennial informational packet and would like to take the funds from the Town's Office Supplies to purchase these. **Andrew Ballantyne made a motion to approve using the Town's Office Supplie funds to purchase the pens and pencils for the Bicentennial informational packets seconded by William Appel, Jr. and approved 3-0-1 with Ronald F. Brann abstaining.**
- h) June 19<sup>th</sup> (Juneteenth) is now a Federal Holiday which the State will observed on Monday, June 20, 2022. **Andrew Ballantyne made a motion to close the Town Office on Monday, June 20, 2022, in observance of the Juneteenth Holiday seconded by Ronald F. Brann and approved 4-0-0.**
- i) Theresa is taking PTO on July 21<sup>st</sup> and July 22<sup>nd</sup>. **Andrew Ballantyne made a motion to approve PTO for Theresa Haskell on July 21<sup>st</sup> and July 22<sup>nd</sup> seconded by William Appel, Jr. and approved 3-0-1 with Ronald F. Brann abstaining.**
- j) **Andrew Ballantyne made a motion to approve the Warrant Article below, seconded by William Appell, Jr.**

To see if the Town will vote to appropriate \$22,500.00 from Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan Act or ARPA funds) received by the Town from the federal government to provide premium pay to employees performing essential work during the COVID-19 pandemic who meet ARPA eligibility requirements and who work in the Administration Office, Public Works Department, Transfer Station Department, Animal Control Department, Code Enforcement Department and Cemetery Department. Premium pay shall not exceed \$13.00 per hour in addition to the regular wages or other remuneration the eligible employee receives and shall not exceed \$25,000.00 in total over the period of performance".

**This article was approved 4-0-0.**

- k) On Wednesday, May 18, 2022, we will host the Erskine Day of Caring once again.

**Select Board Items:** William Appel, Jr. asked if Andrew Ballantyne will be running for Select Board again this year as his term will be up. Andrew Ballantyne did not have a definitive answer.

**Ray Bates adjourned the Select Board Meeting at 8:45 p.m.**

The Select Board approved these minutes on \_\_\_\_\_

**The next Regular Select Board Meeting will be Tuesday, April 12, 2022, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Kyoko Roderick  
Select Board Secretary