

THE TOWN OF WINDSOR
ANNUAL TOWN MEETING WARRANT
Tuesday, June 14, 2022
Thursday, June 16, 2022

The polls opened at 8:00 a.m. Tuesday, June 14, 2022. Carol Chavarie was elected as Moderator and was sworn in by Town Clerk, Kelly McGlothlin. At 1:00 p.m. Carol Chavarie appointed Jeffrey Frankel as Deputy Moderator to conduct the Town Meeting on Thursday, June 16, 2022. At 8:30 a.m. Carol Chavarie appointed Kyoko Roderick as Deputy Warden to assist her at the polls. Absentee ballots were processed at 10:00 a.m. and 2:00 p.m. The polls closed at 8:00 p.m. with 205 Republican and 64 Democratic ballots cast either in person or by absentee ballot.

At 6:30 p.m. Thursday, July 16, 2022, Jeffrey Frankel opened the Town Meeting with the Pledge of Allegiance and introductions of the Town Officials which were: Theresa L. Haskell (Town Manager), Vern Ziegler (Tax Assessors' Agent), William Appel, Jr. (Select Board Member), Ray Bates (Select Board Member), Richard H. Gray, Jr. (Select Board Member), Andrew Ballantyne (Select Board Member) and Ronald F. Brann (Select Board Member). Also, at the side table were, Kelly McGlothlin (Town Clerk), Amelia Jones2 (Deputy Town Clerk), and Kyoko Roderick (Deputy Town Clerk/Bookkeeper). Jeffrey then explained the Town Meeting Rules and asked if the voters would like to allow non-residents of the Town, specifically Vern Ziegler (Tax Assessors' Agent), to be able to speak. A motion was made, seconded, and passed. Town Clerk, Kelly McGlothlin read the results of the Town Election.

All articles being set out below to wit:

ARTICLE 1. ELECTION OF MODERATOR: To elect a moderator to preside at said meeting.

ARTICLE 2. ELECTION OF TOWN OFFICIALS: To elect all necessary Town of Windsor Officers/Officials by Secret Ballot.

There was 1 three-year term position open for Select Board, Assessor and Overseer of the Poor. **Andrew Ballantyne 279 votes.**

There were 3 three-year term positions open on the Budget Committee for which there were 2 running and 1 write-in votes as follows: **Aaron Ellis 209 votes, Moira Teekema 165 votes, and write-in Jason Ready 5 votes.** There was 1 Alternate Budget position available: **Write-in Joe Bradbury 4 votes.**

There was 1 RSU 12 Committee Member. **Monique Crummett 126 Votes.**

ARTICLES 3 THROUGH 13 DEAL WITH TAX & FISCAL ADMINISTRATIONS

ARTICLE 3. TAX ADMINISTRATION: To see what method the Inhabitants of the Town of Windsor will adopt for collection of taxes in FY2023.

- A. The payments, as stated on the bills, shall be due and payable on September 30, 2022, and March 31, 2023, or as otherwise approved by the Select Board.

- B. The Tax Collector shall accept no advance payments, except as provided in section C below before commitment of taxes.
- C. The Town will treat all overpayment of taxes as prepayments on next year's taxes pursuant to 36 MRSA §506 and shall pay no interest on such payments.
- D. The Town will pay interest at the rate of 1.0% per annum on abated taxes for any period, pursuant to 36 MRSA §506-A.
- E. Charge interest at the rate of 4.0 % per annum, on any taxes owed after the due dates.
- F. The Town Report will list all taxes outstanding as of April 1, 2023.
- G. Administration of Tax Acquired Property:
 - 1. Authorize the Select Board to dispose of tax acquired property as they shall deem to be necessary and in the best interests of the Town, except that the Select Board shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).
 - 2. Authorize the Select Board to execute and deliver quit claim deeds, without covenant, for the conveyance of such property.
 - 3. Give delinquent taxpayers a thirty (30) day grace period in which to buy back their property upon payment of all taxes, liens, interest, and other applicable costs.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 4. ESTABLISHMENT OF TAX CLUB: To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for property taxes, whereby:

- A. The taxpayer agrees to pay specified monthly payments to the Town based on his/her estimated and/or actual tax obligation for the current year property taxes.
- B. The Town agrees not to charge interest on timely payments made pursuant to the tax club agreement (which is the same as in Article 3 C).
- C. The Town authorizes the Tax Collector to accept tax club payments for current taxes which may be due prior to the commitment of those taxes.
- D. The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in a tax club.
- E. Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in the tax club program; and
- F. Taxpayers wishing to participate in a tax club for a particular property tax year shall enter into an agreement with the Town by a publicly advertised deadline determined by the Tax Collector.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 5. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY: Shall the Town of Windsor authorize the municipal officers, during FY2023, to dispose of Town-Owned Personal Property with a value of \$2,500 or less under such terms and conditions as they deem advisable?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 6. USE OF ‘STATE RATES’: Shall the Town of Windsor vote to pay up to ‘State Rates’ during FY2023 for Contracted Labor and Contracted Equipment Usage Fees associated with Public Roads, unless otherwise approved by the Select Board?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 7. ACCEPTANCE OF GRANTS & GIFTS: Shall the Town of Windsor vote to authorize the Select Board to accept or reject grants, donations, and/or gifts of money to the various accounts of the Town of Windsor for FY2023 and to expend monies donated for specific purposes?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 8. USE OF PROCEEDS FROM INSURANCE CLAIMS: Shall the Town of Windsor authorize the Select Board to use the proceeds of any payment on Insurance claims, for damages occurring in FY2023 to Town-Owned Real and Personal Property and to have them allocated to the municipal department whose property was damaged?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 9. ACCEPTANCE OF CEMETERY LEGACIES: Shall the Town of Windsor vote to authorize the Select Board, in FY2023, to accept money or legacies in trust for the benefit of public cemeteries or lots therein?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 10. SALE OF CEMETERY LOTS: Shall the Town of Windsor vote to authorize the Select Board, in FY2023, to sell lots in Town-Owned Cemeteries on such terms, as they deem advisable, and to execute deeds for the same?

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 11. COST CENTER ADJUSTMENTS: Shall the Town of Windsor authorize the movement of funds in the FY2022 municipal budget from budget categories with balances to budget categories with deficits?

Note: This will not change the end of year total expenditures.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 12. USE OF SNOWMOBILE REGISTRATION TAX REFUND: Shall the Town of Windsor vote to earmark the Snowmobile Registration Tax Refund from the Department of Inland Fisheries and Wildlife to be used as a Snowmobile Recreation Fund in FY2023? Seventy-five percent (75%) will be used for Snowmobiles and twenty-five percent (25%) will be used for other Recreation. Expenditures from these funds to be administered by the Select Board.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLE 13. GENERAL RESERVE FUND: Shall the Town of Windsor finance from the Overlay a General Reserve Fund to meet unanticipated expenses and emergencies in FY2023, said Fund not to exceed \$25,000? The Select Board shall administer expenditures from this fund, subject to the advice of the Budget Committee.

NOTE: Some form of contingency account can often avoid the necessity of calling a number of costly special Town Meetings during the year when relatively minor issues can be resolved with the expenditure of minor sums, but no money was appropriated for that purpose.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (8-0-0)
Moved and seconded – Motion carried.

ARTICLES 14 THROUGH 31 DEALS WITH THE FY2023 MUNICIPAL BUDGET

ARTICLE 14. NON-PROPERTY TAX REVENUE: Shall the Town of Windsor appropriate the following revenues received to **reduce** the property tax assessment for FY2023?

Note: This article will be voted on by the Total amount.

a) Unassigned General Fund/Fund Equity <u>Motion to increase to \$207,000.00 and seconded – Motion approved</u>	\$ 180,000.00
b) Excise Taxes	\$ 475,000.00
c) Administrative Fees	\$ 15,000.00
d) Solid Waste Fees (Transfer Station)	\$ 75,000.00
e) Revenue Sharing	\$ 520,000.00
f) LRAP (Local Road Assistance Program)	\$ 36,000.00
g) Tree Growth & Veterans Reimbursement	\$ 15,000.00
h) Interest Income	\$ 14,000.00
i) All other non-dedicated Municipal Revenue	\$ 20,000.00
TOTAL	\$1,350,000.00

SELECT BOARD RECOMMENDS \$1,350,000.00 (3-0-0)

BUDGET COMMITTEE RECOMMENDS \$1,350,000.00 (8-0-0)

Motion to table Article 14 until after Expenses have been voted on, seconded – Motion carried.

Motion to amend Unassigned General Fund/Fund Equity to \$207,000.00 (which is an increase in Public Works and Public Works Garage Road Salt of \$20,000.00, Public Works Fuel of \$5,000.00 and General Assistance of \$2,000.00 making the total \$1,377,000.00 seconded – Motion carried.

ARTICLE 15. ADMINISTRATION: What sum shall the Town of Windsor vote to raise and appropriate for Administration?

SELECT BOARD RECOMMENDS \$371,993.00 (3-0-1)

BUDGET COMMITTEE RECOMMENDS \$371,993.00 (8-0-0)

Moved \$371,993.00 and seconded – Motion carried.

ARTICLE 16. ELECTIONS & TOWN MEETINGS: What sum shall the Town of Windsor vote to raise and appropriate for Elections & Town Meetings?

SELECT BOARD RECOMMENDS \$14,240.00 (4-0-0)

BUDGET COMMITTEE RECOMMENDS \$14,240.00 (8-0-0)

Moved \$14,240.00 and seconded – Motion carried.

ARTICLE 17. ABATEMENTS & WRITE-OFFS: What sum shall the Town of Windsor vote to raise and appropriate for Abatements & Write-Offs?

SELECT BOARD RECOMMENDS \$7,500.00 (4-0-0)

BUDGET COMMITTEE RECOMMENDS \$7,500.00 (8-0-0)

Moved \$7,500.00 and seconded – Motion carried.

ARTICLE 18. CEMETERIES: What sum shall the Town of Windsor vote to raise and appropriate for Cemeteries?

SELECT BOARD RECOMMENDS \$39,531.00 (4-0-0)

BUDGET COMMITTEE RECOMMENDS \$39,531.00 (8-0-0)
Moved \$39,531.00 and seconded – Motion carried.

ARTICLE 19. PLANNING & CODE ENFORCEMENT: What sum shall the Town of Windsor vote to raise and appropriate for Planning & Code Enforcement?

SELECT BOARD RECOMMENDS \$16,571.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$16,571.00 (8-0-0)
Moved \$16,571.00 and seconded – Motion carried.

ARTICLE 20. GENERAL ASSISTANCE: What sum shall the Town of Windsor vote to raise and appropriate for General Assistance?

SELECT BOARD RECOMMENDS \$4,000.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$4,000.00 (8-0-0)
Moved to increase from \$4,000.00 to \$6,000.00 seconded – Motion carried.

ARTICLE 21. TOWN HALL: What sum shall the Town of Windsor vote to raise and appropriate for Town Hall?

SELECT BOARD RECOMMENDS \$26,050.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$26,050.00 (8-0-0)
Moved \$26,050.00 and seconded – Motion carried.

ARTICLE 22. PUBLIC SAFETY: What sum shall the Town of Windsor vote to raise and appropriate for Public Safety?

SELECT BOARD RECOMMENDS \$152,355.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$152,355.00 (6-0-2)
Moved \$152,355.00 and seconded – Motion carried.

ARTICLE 23. PUBLIC WORKS & PUBLIC WORKS GARAGE: What sum shall the Town of Windsor vote to raise and appropriate for Public Works & Public Works Garage?

SELECT BOARD RECOMMENDS \$492,120.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$492,120.00 (8-0-0)
Moved to increase from \$492,120.00 to \$517,120.00 seconded – Motion carried.

ARTICLE 24. TRANSFER STATION: What sum shall the Town of Windsor vote to raise and appropriate for Transfer Station?

SELECT BOARD RECOMMENDS \$130,872.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$130,872.00 (8-0-0)
Moved \$130,872.00 and seconded – Motion carried.

ARTICLE 25. CAPITAL EXPENDITURES & LONG-TERM DEBT SERVICE: What sum shall the Town of Windsor vote to raise and appropriate for Capital Expenditures & Long-Term Debt Service?

SELECT BOARD RECOMMENDS \$78,150.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$78,150.00 (8-0-0)
Moved \$78,150.00 and seconded – Motion carried.

ARTICLE 26. RESERVE FUNDS: What sums shall the Town of Windsor vote to raise and appropriate for the following Reserve Funds (the Select Board shall have the delegated authority, once such Reserve Funds are funded, to expend monies therein for the specified purposes described in the titles of each Reserve Fund as necessary and convenient)?

Note: This article will be voted on by the Total amount.

Appropriations to Reserve Funds	BOS & Budget Committee Recommendations
Major Road Construction/Bridge Reserve/Culvert Replacement	\$400,000.00
Computer System Reserve	\$2,500.00
Fire Safety Capital Reserve	\$22,500.00
Forest Fire Reserve	\$2,000.00
PW Truck Replacement Reserve	\$25,000.00
Document Preservation	\$3,000.00
Rescue Capital Reserve Fund	\$10,000.00
Transfer Station Reserve	\$9,000.00
Backhoe Reserve	\$7,000.00
Public Works Capital Reserve Fund	\$5,000.00
Revaluation/New Tax Maps	\$70,000.00
Fire Station Building Reserve	\$5,000.00
Cemetery Land/Lots Reserve	\$5,000.00
TOTAL APPROPRIATION TO RESERVES	\$566,000.00

SELECT BOARD RECOMMENDS \$566,000.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$566,000.00 (8-0-0)
Moved \$566,000.00 and seconded – Motion carried.

ARTICLE 27. MAINE MUNICIPAL ASSOCIATION-RISK MANAGEMENT SERVICES: What sum shall the Town of Windsor vote to raise and appropriate for Maine Municipal Association-Risk Management Services?

SELECT BOARD RECOMMENDS \$46,880.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$46,880.00 (8-0-0)
Moved \$46,880.00 and seconded – Motion carried.

ARTICLE 28. CULTURAL & RECREATIONAL ORGANIZATIONS: What sum shall the Town of Windsor vote to raise and appropriate for the following?

Windsor Days Committee	Requesting	\$ 5,000.00
Windsor Historical Society:	Requesting	\$ 3,500.00
Windsor Veterans Memorial Fund:	Requesting	\$ 5,000.00
Windsor Youth Association:	Requesting	\$ 2,000.00
Young at Heart Senior Citizens	Requesting	<u>\$ 250.00</u>
		\$15,750.00

SELECT BOARD RECOMMENDS \$15,750.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$15,750.00 (7-0-1)
Moved \$15,750.00 and seconded – Motion carried.

ARTICLE 29. OUTSIDE AGENCIES: What sum shall the Town of Windsor vote to raise and appropriate for the following?

NOTE: Each Outside Agency to be voted on separately.

OUTSIDE AGENCIES	SELECT BOARD'S APPROVAL	BUDGET COMMITTEE'S APPROVAL
American Red Cross - United Valley Chapter <u>Moved and seconded - motion carried.</u>	\$150.00	\$150.00
Children's Center <u>Moved and seconded - motion carried.</u>	\$125.00	\$125.00
Community Health & Counseling Services <u>Moved and seconded – motion carried.</u>	\$300.00	\$300.00
Family Violence Project <u>Moved and seconded – motion carried.</u>	\$250.00	\$250.00
Kennebec Behavioral Health - formerly K.V.M.H.C. <u>Moved and seconded – motion carried.</u>	\$375.00	\$375.00
Sexual Assault Crisis & Support Center <u>Moved and seconded – motion carried.</u>	\$500.00	\$500.00
Spectrum Generations <u>Moved and seconded – motion carried.</u>	\$375.00	\$375.00
The Lifeflight Foundation <u>Moved and seconded – motion carried.</u>	\$250.00	\$250.00
The Maine General Hospice of Vol. of Ken. Valley <u>Moved and seconded – motion carried.</u>	\$500.00	\$500.00
Total Outside Agency Requests	\$2,825.00	\$2,825.00

SELECT BOARD RECOMMENDS \$2,825.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$2,825.00 (8-0-0)
Moved \$2,825.00 and seconded – Motion carried.

ARTICLE 30. 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.

Theresa L. Haskell, Treasurer, Town of Windsor

SELECT BOARD RECOMMENDS (3-1-0)
BUDGET COMMITTEE RECOMMENDS (7-2-0)
Moved and seconded – Motion carried.

ARTICLE 31. 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”.

SELECT BOARD RECOMMENDS (4-0-0)
BUDGET COMMITTEE RECOMMENDS (9-0-0)
Moved and seconded – Motion carried.

REMAINING ARTICLES 32, 33, 34, 35 & 36 FOR TOWNS APPROVAL

ARTICLE 32. OVERRIDING LD1 PROPERTY TAX LIMIT: To see if the Town of Windsor will vote to increase the Property Tax Levy Limit established for the Town of Windsor by State Law in the event that the Municipal Budget approved at the Annual Town Meeting for FY2023 results in a tax commitment that is greater than that Property Tax Levy Limit?

NOTE: Must be a written ballot.

SELECT BOARD RECOMMENDS PASSAGE (3-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded – Motion carried.

ARTICLE 33. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Winter Maintenance as deemed necessary by the Road Commissioner.

SELECT BOARD RECOMMENDS (3-0-0)
Moved and seconded – Motion carried.

ARTICLE 34. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Roadside Mowing as deemed necessary by the Road Commissioner.

SELECT BOARD RECOMMENDS (3-0-0)
Moved and seconded – Motion carried.

ARTICLE 35. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Cemetery Maintenance.

SELECT BOARD RECOMMENDS (3-0-0)
Moved and seconded – Motion carried.

ARTICLE 36. To see if the Town will vote that orders of the municipal officers for the closing of roads in winter under 23 MRSA § 2953 shall be final determinations of said closings.

SELECT BOARD RECOMMENDS (3-0-0)

Moved and seconded – Motion carried.

Motion was made to adjourn – moved and seconded – motion carried. Meeting adjourned at 8:21 p.m.