



SELECT BOARD RECORD OF MEETING  
**SEPTEMBER 13, 2022**  
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 Select Board Members.

**Members Present:** Ray Bates, Richard H. Gray Jr., William Appel Jr., Ronald F. Brann, and Andrew Ballantyne (arriving at 6:39 p.m.)

**Members Absent:** None

**Public Attending:** Tom Reed, Moira Teekema, Cheryl Peaslee (Town of Pittston), Ray Chavarie, Carol Chavarie, Jerry Nault, Dennis Strout, Kevin Ready and Joel Greenwood (KVCOG).

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Joyce A. Perry (*Cemetery Sexton*), Sean Teekema (*Transfer Station Supervisor*), Arthur Strout (*Fire Chief/Code Enforcement Officer and Plumbing Inspector*), and Kyoko Roderick (*Select Board Secretary*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **William Appel Jr. made a motion to approve the August 26, 2022, Special Select Board Minutes and August 30, 2022, Regular Select Board Minutes as read seconded by Ronald F. Brann and approved 3-0-1 with Richard H. Gray Jr. abstaining.**

**Public Works:** Theresa discussed the plowing contract for the upcoming 2022-2023 winter season. McGee Construction has informed Theresa that they are increasing their hourly rate from \$110.00 to \$125.00 per hour making the price of the plowing contract \$31,250.00 for 250 hours of service and \$110.00 per hour over the 250 contracted hours. This is a \$3,750.00 increase from last year. Theresa said we will/should send out RFPs on this but the last time we did no one sent in a bid except for McGee Construction. Ronald F. Brann said that the Town of Windsor is getting a great price even with the increase in price and other Towns are having a tough time to get contractors to do this. Theresa said when she did a cost analysis over other Towns through the Managers website, people were paying over \$4,000.00 a mile and this price is \$2,476.88 per mile. Ronald F. Brann said he feels we will not get any better price or if any other bids at all and would just recommend we vote on this contract now. The remaining Select Board agreed. **William Appel Jr. made a motion to accept the plowing contract increase for 2022-2023 from McGee Construction in the amount of \$125.00 per hour for 250 hours for a total of \$31,250.00 and \$110.00 per hour for any hours exceeding the 250 contracted hours seconded by Ronald F. Brann and approved 4-0-0.**

**Transfer Station:** Theresa handed out the monthly report and said we are down (\$565.70) from this time in August of last year for a total of (\$1,964.62) for the year. Sean reported that work was slow the week of the Windsor Fair but busy the week after. He figures it was because the Transfer Station closed early on Saturday of the fair. A metal reimbursement from Grimmel was received in the amount of \$862.50 on 9/12/2022. Ray asked if there was any update on getting a new demo can. Theresa said she will contact Maguire Equipment Inc. regarding the 50-yard open-top container.

**Animal Control Officer:** None.

**Cemetery Sexton:**

- a) There has been one burial at Dyer Hill. Two are in the works for the fall. Two cremation lots have been sold.
- b) There is another family asking to have 3 cremains in a 2-plot lot. There was discussion on how many cremains can go into the cremains area at Resthaven Cemetery since Resthaven Cemetery is running out of room. Joyce was asked to provide data on number of cremations vs. burials. It was discussed to allow up to 4 cremains in 1 plot at the cremains area at Resthaven Cemetery but still only have 2 markers. **Ronald F. Brann made a motion to approve having 4 cremains per lot at the cremains area at Resthaven Cemetery with only 2 markers seconded by William Appel Jr. and approved 4-0-0.**
- c) The Public Works put 4 granite posts at an intersection within Resthaven Cemetery, so plots will not be run over by vehicles.
- d) The fence painting at Resthaven Cemetery is complete except for where Bob and Liz Harriman were finishing. Joyce thanked Sean and Moira Teekema and Eric and Heather Knoll for volunteering.
- e) Joyce has been trying to contact McLaughlin Fence Co. to have the fence at North Windsor Baptist Church fixed but they are not responding. She would like to go and purchase the material needed and possibly have Public Works fix the fence. Joyce said she will talk to Keith and see if that is something they will be able to do.
- f) There was a Veteran's Memorial Committee Meeting to discuss the Monument and following quotes which have been accepted by the committee. Quote 1: For concrete walkway and labor \$2,859.11. Quote 3: Placing 99 stones around the memorial, walkway, and labor \$1,260.00. Quote 4: 30' curved self-standing rumble stone wall with cap and pillars on the end and labor \$7,585.20. **Ronald F. Brann made a motion to approve the starting of Quote 1: For concrete walkway and labor \$2,859.11. Quote 3: Placing 99 stones around the memorial, walkway, and labor \$1,260.00. Quote 4: 30' curved self-standing rumble stone wall with cap and pillars on the end and labor \$7,585.20 all to be complete before the snow comes seconded by William Appel Jr. and approved 4-0-0.**
- g) There are two Cemetery Lot Conveyances needing approval. The first being Jason G. Allerding lot RHS #127K and second is James A. Raymond and Charlene N. Cunningham lot RHS #127R. **William Appel Jr. made a motion to approve the two Cemetery Lot Conveyances one for Jason G. Allerding lot RHS Cremains Garden #127K and second is James A. Raymond and Charlene N. Cunningham lot RHS Cremains Garden #127R seconded by Richard H. Gray Jr. and approved 4-0-0.**

#### **Public Comment:**

- a) Moira Teekema mentioned that the arrow pointing to the Food Bank door and the sign for the railing have been put up.
- b) Cheryl Peaslee from the Pittston Town Office is present to observe how a Select Board Meeting is held and get ideas on how a Town is ran with a Town Manager. The Town of Pittston is currently run by the Select Board. Ray Bates said that having a Town Manager makes running a Town smoother because most the Select Board Members have full time jobs. William Apple Jr. said there is an expense to having a Town Manager, however, they are readily available when needed. Ronald F. Brann said that the Town Manager will have the answers to what is needed since they will be working close with each department. It was agreed by the Select Board that one big benefit is there is one go to person.

#### **Consideration of Warrants #12 and #13: William Appel Jr. made a motion to approve Warrants #12 and #13 seconded by Ronald F. Brann and approved 5-0-0.**

#### **Town Manager's Items:**

- a) Joel Greenwood from KVCOG, Jerry Nault, and Carol Chavarie both Planning Board Members, were present to help with answering questions about the Draft Utility Scale Solar Energy Facility Ordinance. There was much discussion. Joel will update discussed changes and will get this to Theresa Haskell.
- b) There are two articles for the ARPA Funds that need to be voted on to put on the ballot for the November election. **Article 2:** To see if the Town will authorize the Select Board to accept, on behalf of the Town,

any Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan or ARPA funds) received by the Town from the Federal Government, enter into agreements or other documentation required in connection therewith, and appropriate and expend such funds up to \$185,000.00 for the following project: Upgrading communications equipment for public safety purposes, including the addition of an automatic generator for one of the Town's Telecommunications Towers. **Andrew Ballantyne made a motion to add to the November ballot Article 2: To see if the Town will authorize the Select Board to accept, on behalf of the Town, any Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan or ARPA funds) received by the Town from the Federal Government, enter into agreements or other documentation required in connection therewith, and appropriate and expend such funds up to \$185,000.00 for the following project: Upgrading communications equipment for public safety purposes, including the addition of an automatic generator for one of the Town's**

**Telecommunications Towers, seconded by William Appel Jr. and approved 5-0-0.** Article 3: To see if the Town will authorize the Select Board to accept, on behalf of the Town, any Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan or ARPA funds) received by the Town from the Federal Government, enter into agreements or other documentation required in connection therewith, and appropriate and expend such funds up to \$35,000.00 for the following project: To purchase an X Series Manual Monitor/Defibrillator for the Windsor Rescue. **Ronald F. Brann made a motion to add to the November ballot Article 3: To see if the Town will authorize the Select Board to accept, on behalf of the Town, any Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan or ARPA funds) received by the Town from the Federal Government, enter into agreements or other documentation required in connection therewith, and appropriate and expend such funds up to \$35,000.00 for the following project: To purchase an X Series Manual Monitor/Defibrillator for the Windsor Rescue, seconded by Andrew Ballantyne and approved 5-0-0.**

- c) Theresa presented Vern Ziegler's contract for Assessing Services for the 2022-2023 year in the amount of \$19,620.00 for 36 days. **William Appel Jr. made a motion to accept Vern Ziegler's contract for his Assessing Services for the 2022-2023 year in the amount of \$19,620.00 for 36 days seconded by Andrew Ballantyne and approved 5-0-0.**
- d) Theresa said there needs to be an elected official and representative for KVCOG. **Ronald F. Brann made a motion to appoint Ray Bates as the elected official and Theresa Haskell as the representative for KVCOG seconded by William Appel Jr. and approved 4-0-1 with Ray Bates abstaining.**
- e) **Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessor's at 7:49 p.m. seconded by William Appel Jr. and approved 5-0-0.** Theresa presented on Vern Ziegler's behalf a Personal Property Abatement to Industrial High Tech Corp in the amount of \$27.40 due to the business no longer having personal property in Windsor. **Andrew Ballantyne made a motion to approve the Personal Property Abatement to Industrial High Tech Corp in the amount of \$27.40 seconded by Richard H. Gray Jr. and approved 5-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 7:51 p.m. seconded by Ronald F. Brann and approved 5-0-0.**
- f) There was discussion about the lighting at the Veteran's Memorial Monument. It was talked about a 250-watt LED light monthly lease of \$12.78 a month with an estimated \$25.00 energy charge annually. CMP said a pole with the lighting would need to be installed. It was decided to table the discussion to look at other options.
- g) Theresa would like the Select Board to hold a Public Hearing to adopt the General Assistance Ordinance and GA Appendices (A-G) for the period of October 1, 2022, to September 30, 2023, on September 27, 2022. **Ronald F. Brann made a motion to approve the September 27, 2022, date for the Public Hearing to adopt the General Assistance Ordinance and GA Appendices (A-G) for the period of October 1, 2022, to September 30, 2023, seconded by Richard H. Gray Jr. and approved 5-0-0.**
- h) Theresa said Kelly McGlothlin has received her Town Clerk Certification and was being awarded at the ME Town City Clerk Meeting and asked for approval to close the Town Office from 12:30 p.m. to 3:30

p.m. on Thursday so that the office staff could surprise Kelly and attend the presentation. **Richard H. Gray Jr made a motion to approve closing the office on Thursday, September 15<sup>th</sup> from 12:30 p.m. to 3:30 p.m. so the office staff could attend the award presentation for Kelly McGlothlin seconded by Andrew Ballantyne and approved 5-0-0.**

- i) Theresa mentioned it was time for the Select Board to vote for a new Select Chairperson. Ray Bates will continue as the Select Chairperson with 3 votes for Ray Bates, 1 vote for William Appel Jr. and 1 vote for Andrew Ballantyne.

**Select Board Items:** Nothing new.

**Ray Bates adjourned the Select Board Meeting at 8:07 p.m.**

These minutes were approved by the Select Board on Tuesday, September 27, 2022.

**The next Regular Select Board Meeting will be Tuesday, September 27, 2022, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,  
Kyoko Roderick  
Select Board Secretary