



SPECIAL SELECT BOARD RECORD OF MEETING
DECEMBER 27, 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. This meeting was advertised to the Kennebec Journal, Town's electronic sign and at the Town Office.

Members Present: Ray Bates, Ronald F. Brann, Richard H. Gray Jr., Andrew Ballantyne (left at 7:36 p.m.) and William Appel Jr.

Public Attending: None

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

Ray Bates opened with the Pledge of Allegiance at 6:05 p.m.

Public Comment: None

Town Manager's Items –

- a.) Theresa Haskell said she had received on her desk a two-week resignation letter on December 24, 2022, from Kyoko Roderick. **Ray Bates made a motion to go into executive session pursuant to 1 M.R.S.A. § 405(6)(A) to discuss personnel matters at 6:07 p.m. and to include the Town Manager, Theresa Haskell, seconded by William Appel Jr. and approved 5-0-0. The Select Board came out of executive session at 7:35 p.m. William Appel Jr., made a motion to accept the resignation letter from Kyoko Roderick, seconded by Richard H. Gray Jr. and approved 5-0-0.** The Select Board and Town Manager would like to thank Kyoko Roderick for her 4 ½ years of dedication to the Town of Windsor. Theresa asked the Select Board to approve paying Kyoko Roderick her Banked PTO Time of 52.25 hours which can only be approved by the Select Board. **Richard H. Gray Jr., made a motion to approve paying Kyoko Roderick her Bank PTO of 52.25 hours, seconded by William Appel Jr. and approved 5-0-0. With after discussion, William Appel Jr. made a motion to initiate a temporary stipend in the amount of \$750.00 per week to Theresa Haskell to cover the open position, seconded by Andrew Ballantyne and approved 4-0-1. (Ronald Brann abstained for personal reasons.)**
- b.) The Select Board and Town Manager are looking at reviewing all expectations for all job descriptions and there was much discussion. Theresa will send over to the Select Board the advertising for the new positions and updated job duties for the positions being offered.

Ray Bates adjourned the Select Board Meeting at 7:51 p.m.

These minutes were approved by the Select Board on _____.

The next Regular Select Board Meeting will be Tuesday, January 17, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager

December 27, 2022

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