



SELECT BOARD RECORD OF MEETING
FEBRUARY 14, 2023
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, Ronald F. Brann and William Appel Jr. (Richard H. Gray Jr. and Andrew Ballantyne were absent.)

Public Attending: Tom Reed, Colleen Doucette, Moira Teekema Kyoko Roderick, Jim Roderick, Allison Whynot, Rose Fraser, Doug Fraser, Chester Barnes Jr., Ed Pollard, Erik Noll, Heather Noll, Monique Crummett and Patricia Springer.

Employees Attending: Theresa L. Haskell (*Town Manager*), Keith Hall (*Public Works Supervisor*), Sean Teekema (*Transfer Station Supervisor*), and Timothy Coston (*Public Works Driver/Laborer*).

Ray Bates opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Ronald F. Brann made a motion to approve the Regular Select Board Minutes dated January 31, 2023, as presented, seconded by William Appel Jr., and approved 3-0-0.**

Public Works – Keith Hall reported the following.

- a.) Still waiting to get garage door fixed from the damages done from the salt delivery.
- b.) Ronnie said the booster piece that needs to be ordered for one of the trucks needs to come from International itself.
- c.) Doing good on the amount of salt we have used.
- d.) Still hearing a clunking noise in the Terrastar not sure if it is the transfer case.
- e.) Will be posting roads tomorrow to coincide with Vassalboro, China and Augusta. Keith warned Mike Murphy regarding logging on the Legion Park Road.

Transfer Station – Sean Teekema reported the following.

- a.) Since the cold weather it has been picking up some.
- b.) During the very cold weather the packer grumbled some but still worked.
- c.) Theresa handed out the Monthly report. We were up this time from last year of \$1,000.30 and still currently down from last year at this time of (\$726.49).

Animal Control Officer: Theresa said Kim will be getting the past due list of dogs that need to be registered soon and will invite her to attend the Select Board Meeting in March. There were two deer hit recently on the Erskine Road.

Cemetery Sexton: Joyce Perry reported the following.

- a.) Has been researching information regarding software for our cemeteries. The costs have ranged up to \$6,000.00. There are several different companies and she recently talked with Julie Finley from China regarding a Crypt Keeper program which is what they use. To use this program there is a one time fee of \$250.00 to download the program to a laptop. If we wanted to pay \$60.00 a month, we can access it from anywhere. She recommends if we were to do this, we would put it on the desktop. Joyce gave a

presentation of the Crypt Keeper through the Town of China's website. This can give a lot of information (where someone is buried, which plot/lot, which cemetery, with pictures of the stone and much more that we could add). The Town of China had hired someone to do their cemeteries and it took them over three months working 40 hours a week. Resthaven Section B may be the worst one to do. Tom Reed has done a lot of work on Oak Hill Cemetery. Joyce has worked on Resthaven North and some on Resthaven South. Blackman Cemetery will be very hard because the stones there have been broken and moved. North Windsor Cemetery have names but not rows. Joyce is asking to purchase the \$250.00 program now and to put in \$500.00 a year in her budget for the 2023/2024 budget and possibly into the following budget year until this is done. **Ronald F. Brann made a motion to approve the \$250.00 purchase of the Crypt Keeper program, seconded by William Appel Jr., and approved 3-0-0.** The Select Board also said they will add the additional \$500.00 in the 2023/2024 budget because this program will be beneficial to Town Residents and also genealogy research. Joyce said we may want to talk to people who have private cemeteries to get that information as well.

RSU #12Update: Monique Crummet and Ed Pollard reported the following.

- a.) Monique said the Windsor School student count was 364 in October 2021 and is at 362 in October 2022. They are working on the budget and hope to finalize the draft budget in February/March. Chelsea student count is up 16 students and they are looking to meet in Chelsea regarding the budget on 3/8/23. There is a \$40,000.00 amount that was used in last year's budget but we will not be getting this year and will need to find.

Public Comment:

- a.) Ed Pollard said the Public Works crew is doing a great job on the roads.
- b.) Keith and Tim brought up the compensation time and is hoping the Select Board will warrant them to be able to comp over 40 hours of overtime which will equal 60 hours of time off. Compensation Time is used within other Town's and believes we should be able to offer the same. Much Discussion. **William Appel Jr. approved the Public Works Drivers to be able to move 40 hours of overtime into comp time (60 hours of regular time) within the 2022/2023 budget year and a signed agreement with the conditions will need to be done, seconded by Ronald F. Brann and approved 3-0-0.**
- c.) Discussion was brought up about CDL drivers and a possible position added in next years budget. Keith said we need someone with a CDL License. Patricia Springer said she conducts CDL classes and would give us information in helping us being able to hire someone.
- d.) Colleen Doucette wanted to know where we stood on getting people out of living in campers here in Town. She is very concerned about break-ins and it looks like a big mess. The Board indicated that the Code Enforcement Officer is working on this and it takes time. Allison Whynot said there are people living in campers on the Jones Road as well. Ronald Brann said it is a long process and we are dealing with human beings and we may have to get attorneys involved which could be a large cost to the Town.
- e.) The issue of the stipend for the Town Manager to fulfill the full-time position that an employee resigned from was discussed. William Appel said this is only temporary and will be stopped as soon as an employee is hired. Theresa said a new employee for that position has been selected and will begin on 2/21/23, thus the stipend will stop as of that date. Much Discussion.

Consideration of Warrants #36 and #37 – Ronald F. Brann made a motion to approve Warrants #36, and #37 seconded by William Appel Jr. and approved 3-0-0.

Town Manager's Items – Theresa L. Haskell reported the following.

- a.) Theresa said the Cemetery Perpetual Certificate of Deposit is coming up for renewal on 3/8/23 and suggested we take the monies received for the sale of lots throughout the year which is a total of \$5,625.00 and add it to the CD. **Ronald F. Brann made a motion to move the monies received for the sale of cemetery lots from the General Ledger Account in the amount of \$5,625.00 and add it**

to the upcoming Certificate of Deposit on 3/8/23, seconded by William Appel Jr. and approved 3-0-0.

- b.) Theresa said the Town of Windsor has been invited to participate in a one-day Household Hazardous Waste Collection which is being setup with KVCOG and the Town of China will host the event on April 15, 2023 from 8:00 a.m. – 12:00 p.m. The cost to have the Town of Windsor join is \$500.00. and this will allow the Town of Windsor residents to dispose of hazardous chemicals that are commonly used around the home in the property manner. Theresa said if we are interested we will need to appoint a representative to work with the regional committee planning the event and must be available to attend the collection event. **William Appel Jr. made a motion to approve the invite from KVCOG for Household Hazardous Waste Collection Day of April 15, 2023, at the China Transfer Station and to appoint Sean Teekema the representative, seconded by Ronald F. Brann and approved 3-0-0.**
- c.) Theresa said Kelly McGlothlin, Town Clerk is asking to see if we can give back excise tax to a resident who purchased a vehicle in December and then it and was in a car accident that totaled her car. We received a check from a dealership but the representative for the company said we could not do a transfer of Patricia Springer’s registration because the fees had already been charged at the new registration/new plate rate. Kelly had contacted Bureau of Motor Vehicle and they said they will not reimburse the plate fee of \$35.00 and it was up to the Town to decide if they wish to give the credit back of the Transfer Rate (\$124.30). **Ronald F. Brann made a motion to reimburse Patricia Springer \$124.30 for the amount she would have received as a transfer of excise tax due to her unfortunate situation, seconded by William Appel Jr., and approved 3-0-0.**
- d.) Theresa inquired about the waiting period on the Maine Municipal Health Trust for all benefits. We are currently on a 60-day waiting period and we may want to change to a 30-day waiting period as other Towns are doing this. **Ronald F. Brann made a motion to change the waiting period from 60 days to 30 days for all benefits offered to include the POS C, Basic/Supplemental/Dependent Life, Income Protection Plan, Dental and Vision benefits as of 3/1/23 and to have the Town Manager sign on behalf of the Select Board, seconded by William Appel Jr. and approved 3-0-0.**

Select Board Items:

- a.) Town Hub – nothing at this time.
- b.) **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 8:38 p.m. and to include the Sean Teekema, Transfer Station Supervisor and Theresa L. Haskell, Town Manager, seconded by William Appel Jr. and approved 3-0-0. The Select Board came out of executive session at 9:15 p.m.**

Ray Bates adjourned the Select Board Meeting at 9:16 p.m.

These minutes were approved by the Select Board on _____.

Their will be a Special Select Board’s Meeting on Tuesday, February 21, 2023 and March 6, 2023 to discuss the 2023/2024 Proposed Budget at 6:00 p.m. at the Windsor Town Hall.

The next Regular Select Board Meeting will be Tuesday, February 28, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager