



SELECT BOARD RECORD OF MEETING  
**MARCH 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 (left at 7:15pm), Richard H. Gray Jr., William Appel Jr. and Andrew Ballantyne (arrived at 6:36 p.m.).

**Public Attending:** Chester Barnes Jr.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), and Kathy Johnson (*Tax Collector/Bookkeeper*).

Ray Bates opened with the Pledge of Allegiance at 6:17 p.m.

Previous Meeting Minutes: **Ronald F. Brann made a motion to approve the Regular Select Board Minutes dated February 14, 2023, and February 28, 2023, as presented, seconded by Richard H. Gray Jr., and approved 4-0-0.**

**Public Works** – Theresa reported that the transfer case on the Terrastar truck was taken out today and the new one will be installed soon.

**Transfer Station** – No one here to report.

**Animal Control Officer: Theresa Haskell reported the following.**

- a.) Windsor Rescue notified The Town Office of a dog left in a home after transporting a patient to the hospital. Due to circumstances of the patient possibly not returning home within 12 hours, contact was made with the towns Animal Control Officer. Follow up was made to the home to check on the dog and a determination was made if the dog needed to be moved to surgent home or shelter until the owner can return.

**Cemetery Sexton:** Nothing to report.

**RSU #12Update:** William Appel Jr. reported school budget is up 10.8%. Theresa Haskell added this could be up as much as \$500,000 per her calculations.

Theresa said Howie Tuttle will be presenting the RSU #12 2023/2024 budget to the Windsor Select Board on March 28, 2023.

**Public Comment:**

- a.) Chester Barnes Jr. let the Select Board know that he spoke with a service technician at Togus V.A. that would be willing to do the service inspection of lift at the Town Hall. Chester will pass along contact information and have him reach out to Theresa Haskell. Chester also let the Select Board know of an off-road ATV that will soon be retired from Togus V.A. and going up for auction. The Select Board asked that Chester pass this information along to the Fire Department as they are the ones looking for this equipment.

- b.) Chester spoke of stump work that his dad may be interested in removing next to Dyer Hill Cemetery and possibly adding gravel in exchange for donating land to extend the cemetery with getting family cemetery plots.

**Consideration of Warrants #40 and #41 – Andrew Ballantyne made a motion to approve Warrants #40, and #41 seconded by William Appel Jr. and approved 4-0-0.**

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

- a.) **Ray Bates made a motion to approve the 2023/2024 Lincoln County Recycling Contract and to have Theresa L. Haskell sign on behalf of the Select Board, seconded by Ronald F. Brann and approved 4-0-0.**
- b.) Theresa announced the Town of Windsor did receive a check from Time Warner in the amount of \$14,361.84 for the yearly Franchise Fee.
- c.) Theresa reported that Pay Pal Giving Fund gave a check to the Windsor Educational Foundation in the amount of \$14.63.
- d.) Theresa made mention of the upcoming Maine Department of Transportation Scoping Meeting at the Maine Arts Academy on 3/23/2023. If anyone on the Select Board would like to attend the meeting, they can let Theresa know.
- e.) Theresa reported that she has not heard anything further regarding the new Delta contract from the Town’s Attorney. Ronald F. Brann reported he got information that Jefferson Rescue Service, who get their rescue services out of Damariscotta and Waldoboro pay \$220,000.00 a year.
- f.) Theresa reported at the Transfer Station that Keith Hall was told both MSW cans were full, the demo can was also full, and there is a hydraulic leak. Keith Hall and Tim Coston called to confirm that the cans will be picked up, cleaned up around the cans and fixed the hydraulic leak that was coming from the ram that they don’t use.
- g.) Theresa Haskell went over the remaining Administration Warrant Articles and Non-Property Tax Revenue. (The full Article descriptions will be attached below.)

**Article 3. Tax Administration.**

**Article 4. Establishment of Tax Club.**

**Article 5. Disposal of Town-Owned Personal Property.**

**Article 6. Use of ‘State Rates’.**

**Article 7. Acceptance of Grants & Gifts.**

**Article 8. Use of Proceeds From Insurance Claims.**

**Article 9. Acceptance of Cemetery Legacies.**

**Article 10. Sale of Cemetery Lots.**

**Article 11. Cost Center Adjustments.**

**Article 12. Use of Snowmobile Registration Tax Refund.**

**Article 13. General Reserve Fund.**

**Article 30. (Regarding Ash Disposal Reserve Fund)**

**Article 31. Overriding LD1 Property Tax Limit.**

**Article 32. (Up to a three-year contract for Winter Maintenance).**

**Article 33. (Up to a three-year contract for Roadside Mowing.)**

**Article 34. (Up to a three-year contract for Cemetery Maintenance).**

**Andrew Ballantyne made a motion to approve Administration Articles #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #30, #31, #32, #33 and #34 as presented, seconded by William Appel Jr., and approved 5-0-0.**

- h.) Theresa Haskell went over the proposed Article #14 Non-Property Tax Revenue amounts for FY 2024. (See the full article description attached.) **Andrew Ballantyne made a motion to approve Article #14 Non-Property Tax Revenue in the amount of \$1,475,000.00, seconded by William Appel Jr. and approved 4-0-0.**

**Select Board Items:**

- a.) Town Hub – nothing at this time.

**Ray Bates adjourned the Select Board Meeting at 7:44 p.m.**

These minutes were approved by the Select Board on \_\_\_\_\_.

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

Respectfully Submitted,

Kathy Johnson  
*Select Board Secretary*  
*Tax Collector/Bookkeeper*

**ARTICLE 3. TAX ADMINISTRATION:** To see what method the Inhabitants of the Town of Windsor will adopt for collection of taxes in FY2024.

- A. The payments, as stated on the bills, shall be due and payable on September 30, 2023, and March 31, 2024, 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 3.0% per annum on abated taxes for any period, pursuant to 36 MRSA §506-A.
- E. Charge interest at the rate of 7.0 % 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.

**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.
- 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.

**ARTICLE 5. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY:** Shall the Town of Windsor authorize the municipal officers, during FY2024, to dispose of Town-Owned Personal Property with a value of \$2,500 or less under such terms and conditions as they deem advisable?

**ARTICLE 6. USE OF 'STATE RATES':** Shall the Town of Windsor vote to pay up to 'State Rates' during FY2024 for Contracted Labor and Contracted Equipment Usage Fees associated with Public Roads, unless otherwise approved by the Select Board?

**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 FY2024 and to expend monies donated for specific purposes?

**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 FY2024 to Town-Owned Real and Personal Property and to have them allocated to the municipal department whose property was damaged?

**ARTICLE 9. ACCEPTANCE OF CEMETERY LEGACIES:** Shall the Town of Windsor vote to authorize the Select Board, in FY2024, to accept money or legacies in trust for the benefit of public cemeteries or lots therein?

**ARTICLE 10. SALE OF CEMETERY LOTS:** Shall the Town of Windsor vote to authorize the Select Board, in FY2024, to sell lots in Town-Owned Cemeteries on such terms, as they deem advisable, and to execute deeds for the same?

**ARTICLE 11. COST CENTER ADJUSTMENTS:** Shall the Town of Windsor authorize the movement of funds in the FY2023 municipal budget from budget categories with balances to budget categories with deficits?

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

**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 FY2024? 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.

**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 FY2024, 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.

**ARTICLE 14. NON-PROPERTY TAX REVENUE:** Shall the Town of Windsor appropriate the following revenues received to **reduce** the property tax assessment for FY2024?

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

a) Unassigned General Fund/Fund Equity	\$ 300,000.00
b) Excise Taxes	\$ 475,000.00
c) Administrative Fees	\$ 15,000.00
d) Solid Waste Fees (Transfer Station)	\$ 75,000.00
e) Revenue Sharing	\$ 525,000.00
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
<b>TOTAL</b>	<b>\$1,475,000.00</b>

**ARTICLE 30.** To see if the voters will vote to appropriate the remaining balance of the Ash Disposal Reserve Fund (a total of \$18,232.60) and move to the Transfer Station Reserve Fund and to close the Ash Disposal Reserve Fund account because the purpose of establishing this reserve fund has been accomplished.

**ARTICLE 31. 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 FY2024 results in a tax commitment that is greater than that Property Tax Levy Limit?

**NOTE:** Must be a written ballot.

**ARTICLE 32.** 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.

**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 Roadside Mowing as deemed necessary by the Road Commissioner.

**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 Cemetery Maintenance.